

# Oulton Parish Council

## Health and Safety Policy

Document Control		
Adopted date	November 2024	
Next review date	November 2027	

### General

Oulton Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, volunteer workers and others who may be affected by the activities of the Parish Council.

The Parish Council seeks through this document to carry out all statutory duties under the Health and Safety at Work Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil its commitment.

### The following items are maintained and regularly reviewed:

- Insurance
- Risk Assessment & Management Policy
- Health and Safety Policy

### Aims

To provide as far as is reasonably practicable:

- Safe facilities for the use of the residents of Oulton and the wider public.
- Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- Systems of work that are safe and with minimal risks to health.
- Sufficient information, instruction, training and supervision for employees, contractors and volunteer workers to carry out their work safely.
- Care and attention to the health, safety and welfare of employees, contractors, volunteer workers and members of the public who may be affected by the council's activities.
- Implementation of emergency procedures in the case of a significant incident.

### Responsibilities

#### As the Employer, Oulton Parish Council will:

- Have overall responsibility for health and safety.
- Be responsible for this policy and regularly review it.
- Ensure safe equipment and supplies are provided to employees, contractors and volunteer workers.

**As the Health and Safety Officer, the Clerk will:**

- Keep informed of relevant Health and Safety policy legislation.
- Advise the Parish Council on how to fulfil their responsibilities under the Health and Safety Policy.
- Make effective arrangements to implement the Health and Safety Policy.
- Ensure that regular risk assessments are carried out.
- Maintain a file of risk assessments.
- Ensure that work activities by the Parish Council do not unreasonably jeopardise the health and safety of members of the public.
- Assess the risks arising from Parish Council activities and take appropriate action.
- Issue detailed guidance and instruction and give training and supervision as necessary.
- Maintain a record of notified accidents.
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Provide all workers with a copy of the Parish Council Health and Safety Policy.
- Act as the contact and liaison point.

**Employees, Councillors, Contractors and Volunteer Workers will:**

- Co-operate fully with the aims and requirements of the Council's Health and Safety Policy and their own health and safety arrangements and safe working procedures relevant to the work being undertaken.
- Take reasonable care for their own health and safety, use appropriate clothing protective clothing where necessary and wear hi-viz vests whilst working outside.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
- Not misuse any plant, equipment, tools or materials.
- Take appropriate steps if working alone and are using ladders, chemicals or equipment that might pose a danger.
- Report any accidents or hazardous incidents to the Clerk.

**Children**

- Minors under the age of 18 must always be accompanied and adequately supervised by an adult when taking part in any event organised by the Parish Council.
- It is the responsibility of parents/carers of children, to ensure adequate supervision at all times.

In the event of an emergency the nearest hospital is:

James Paget University Hospital  
Lowestoft Road  
Gorleston  
Norfolk  
NR31 6LA  
Tel: 01493 452452

Contact details:

Clerk: Rebecca Morris  
Tel: 07810 726038  
Email: [clerkoultonparishsuffolk@hotmail.co.uk](mailto:clerkoultonparishsuffolk@hotmail.co.uk)