Barnton Parish Council Health and Safety Policy

1. Purpose

Barnton Parish Council is committed to ensuring the health, safety, and welfare of all employees, volunteers, visitors, and members of the public who may be affected by its activities. This Health and Safety Policy outlines our commitment to maintaining a safe and healthy environment for everyone involved in our operations.

2. Responsibilities

The responsibility for health and safety rests with everyone within Barnton Parish Council. However, specific responsibilities are delegated as follows:

- The Parish Clerk: Responsible for overall health and safety management, ensuring compliance with relevant legislation, providing necessary resources, and promoting a culture of safety.
- Department Heads: Responsible for implementing health and safety procedures within their respective departments, conducting risk assessments, and ensuring staff are adequately trained.
- Employees and Volunteers: Responsible for following health and safety procedures, reporting hazards or concerns, and cooperating with management to maintain a safe working environment.

3. Risk Assessment and Control

Regular risk assessments will be conducted across all Council activities to identify potential hazards and implement control measures to mitigate risks. Controls may include, but are not limited to, engineering controls, administrative controls, personal protective equipment (PPE), and safe work practices.

4. Training and Information

All employees and volunteers will receive appropriate health and safety training to perform their duties safely. Training will cover topics such as hazard identification, emergency procedures, safe lifting practices, and the proper use of equipment and PPE. Information regarding health and safety will be communicated through various channels, including training sessions, signage, memos, and staff meetings.

5. Accident and Incident Reporting

Any accidents, incidents, or near misses must be reported to the Parish Clerk or designated health and safety officer immediately. Investigation of incidents will be conducted promptly to

identify root causes and implement corrective actions to prevent recurrence. Records of all accidents and incidents will be maintained for analysis and improvement of safety practices.

6. Emergency Preparedness

Barnton Parish Council will develop and maintain emergency response procedures to address potential emergencies such as fires, medical emergencies, and evacuations. Emergency procedures will be communicated to all employees and volunteers, and regular drills will be conducted to ensure preparedness.

7. Health Promotion and Wellbeing

The Council will promote employee wellbeing through initiatives aimed at reducing workplace stress, promoting mental health awareness, and encouraging healthy lifestyle choices. This may include access to counselling services, flexible working arrangements, and promoting work-life balance.

8. Review and Improvement

This Health and Safety Policy will be reviewed regularly to ensure its effectiveness and relevance. Feedback from employees, incident reports, changes in legislation, and advancements in best practices will be considered during policy reviews. Any necessary revisions will be made to enhance the Council's health and safety performance.

9. Compliance

Barnton Parish Council is committed to complying with all relevant health and safety legislation and regulations. Any breaches of health and safety policies or procedures will be addressed promptly, and corrective actions will be implemented to prevent recurrence.

10. Communication and Consultation

Effective communication and consultation on health and safety matters are essential for the success of our health and safety program. Employees, volunteers, and stakeholders will be consulted on health and safety issues, and their input will be considered in decision-making processes.

This Health and Safety Policy demonstrates Barnton Parish Council's commitment to providing a safe and healthy environment for all individuals associated with our operations. By working together and adhering to the principles outlined in this policy, we will ensure the well-being and safety of our community.