



# MIDDLETON CHENEY

## Parish Council

Parish Meeting Room  
Main Road  
Middleton Cheney  
OX17 2LR

<b>Category:</b> Policy	<b>Status:</b> Approved
<b>Responsible:</b> Clerk/RFO	<b>Adoption minute ref:</b> 23/265
<b>Applicable to:</b> Finance & Policy Committee	<b>Adoption date:</b> 16/10/2023
<b>Version:</b> 1.0	<b>Next review:</b> October 2024

## Health & Safety Policy October 2023

### GENERAL STATEMENT

1. Middleton Cheney Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
2. The Council will meet its responsibilities under the Health and Safety at Work Act (1974) and The Management of Health & Safety at Work Regulations (1998) and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
3. The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Council in fulfilling its responsibilities for ensuring safe working conditions.

### AIMS OF THE HEALTH AND SAFETY POLICY

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment.
2. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
3. Systems of work that are safe and without risks to health.
4. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
5. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
6. Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities

### DAY TO DAY HEALTH AND SAFETY RESPONSIBILITIES

**Ultimate responsibility for health and safety lies with the Parish Council.** The Parish council delegates day to day responsibility to the Clerk who will:

1. Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly.
2. Make effective arrangements to implement the Health and Safety Policy.
3. Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council.
4. Ensure that regular risk assessments are carried out at Parish Council arranged activities and to maintain records of risk assessments. To regularly check the assets of the Council



# MIDDLETON CHENEY

## Parish Council

Parish Meeting Room  
Main Road  
Middleton Cheney  
OX17 2LR

<b>Category:</b> Policy	<b>Status:</b> Approved
<b>Responsible:</b> Clerk/RFO	<b>Adoption minute ref:</b> 23/265
<b>Applicable to:</b> Finance & Policy Committee	<b>Adoption date:</b> 16/10/2023
<b>Version:</b> 1.0	<b>Next review:</b> October 2024

5. Make effective arrangements to ensure that Parish Councillors, contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety requirements.
6. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
7. Maintain a central record of notified accidents and significant events.
8. 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.

***All employees, Parish Councillors, contractors and voluntary helpers will:***

1. Cooperate fully with the aims and requirements of the Health and Safety Policy and comply with Codes of Practice or work instructions for Health and Safety.
2. Comply with the Health and Safety procedures described in any role-specific Risk Assessment.
3. Carry out their duties in a way that does not adversely affect their own Health and Safety, use appropriate personal protective clothing (See also PPE policy).
4. Take reasonable care for the Health and Safety of other people who may be affected by their activities.
5. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
6. Not misuse any plant, equipment, tools or materials so as to cause risks to Health and Safety. (See also COSHH policy)
7. Report any accidents or hazardous incidents to the Clerk.
8. Undertake any training and or instructions in health and safety related subjects to ensure that they are competent to carry out their health and safety responsibilities.

### REVIEW OF POLICY

The Parish council will review the policy as is necessary and appropriate and at a minimum on an annual basis to ensure the policy remains up to date and effective.