



LOGGERHEADS PARISH COUNCIL

**Loggerheads Parish Council Room
The Presbytery, 75 Church Road, Ashley, Market Drayton,
Shropshire, TF9 4JY**

Telephone: 01630 673426
loggerheadspc@btconnect.com
www.loggerheadsparishcouncil.com

LOGGERHEADS PARISH COUNCIL HEALTH AND SAFETY POLICY

1. GENERAL STATEMENT OF POLICY

- 1.1 Loggerheads Parish Council policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.3 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the ways in which it has operated will be reviewed every year by full council. Although risk assessment is a continuing process, it shall form part of the Committee's annual review.

2. RESPONSIBILITIES

- 2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work Act and Regulations made under the Act and the Occupiers Liability Act is that of the Parish Council of Loggerheads. The Clerk is responsible for this policy being carried out at all the Council's premises.
- 2.2 All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.3 The Accident Record Book is to be kept in the Parish Council Office.

3. FIRST AID

3.1 The First Aid Box will be located in the Parish Council Office.

4. FIRE SAFETY

4.1 Fire Exits shall be kept free from obstructions

4.2 Notices shall be displayed giving directions for the evacuation of buildings in the event of a fire.

5. TRAINING

5.1 The Parish Clerk has overall responsibility for training.

6. SPECIFIC POLICIES

6.1 Policies for particular premises and activities are attached as Annexes as follows:-

1. Parish Council Office
2. Grounds Maintenance

7. ACCIDENTS

7.1 Accidents shall be reported to the Parish Clerk who will record them in the Accidents Record Book.

8. SMOKING

8.1 Smoking is not permitted in any public place.