

Covenham Parish Council

Health & Safety Policy

Health and Safety Policy Statement

It is Covenham Parish Council's policy to provide adequate control of the health and safety risks arising out of our work activities, to consult with employees and volunteers on matters affecting their health and safety, to provide and maintain safe equipment, to provide information, instruction and supervision for employees and volunteers whilst ensuring all employees or volunteers are competent to do their tasks and train them where necessary. Covenham Parish Council will endeavour to prevent accidents and cases of work related ill health, whilst maintaining safe and healthy working conditions. This policy will be reviewed and revised as necessary at a minimum of annual intervals.

Health and Safety Responsibilities

Covenham Parish Council is responsible for safety at public events, and will take out appropriate insurances and manage health and safety.

The Management Committee are appointed as required and are responsible for:

- * Ensuring that all health and safety policies and procedures and documents needed are developed, implemented and reviewed by the organisation.
- * Ensuring that a capable Safety Officer is in place, and their progress is supervised.
- * Ensuring that the organisation works in a safe and responsible way.

The Safety Officer is appointed as required and is responsible for:

- * Undertaking a risk assessment for the event in consultation with the Committee and reporting findings back.
- * Coordinating the safety and emergency planning for the event in consultation with the Committee.
- * Coordinating and carrying out of actions as identified by risk assessments and plans.
- * Acting as the main point of contact with the Local Authority, Emergency Services and other bodies.
- * Briefing the Committee, stewards, staff and volunteers on health and safety issues before the events.
- * Coordinating stewards, staff and volunteers throughout the event.
- * Debriefing stewards, staff and volunteers and the Committee after the event.
- * Reporting any incidents to the organising committee and the appropriate authorities.

Everyone is responsible for:

- * Ensuring that they and all those participating in the event are safe through good health and safety practice and behaving in a safe and responsible manner.

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To support our Health & Safety policy statement we are committed to the following duties:

1. Carrying out risk assessments before each event/activity undertaken.
2. Creating a safe environment for all staff, volunteers and visitors by putting in place health and safety measures as identified by the assessment.
3. Ensuring that all those assisting with our event are given the appropriate training for them to be able to carry out their role safely and effectively.
4. Ensuring that all those assisting us with our event are aware of our health and safety policy.
5. Having a nominated person who is responsible for the coordination of health and safety for our group.
6. Ensuring that we have adequate first aid and other facilities at our event.
7. Ensure that any accidents or incidents that occur during our event are reported.
8. Ensure that all risk assessments, safety plans, instructions on what to do in case of an emergency, and contacts, are circulated and explained to all those involved in our event.
9. Ensure that these actions are carried out, monitored and reviewed regularly.

This policy will be reviewed by the Parish Council on an annual basis.

This policy was approved at the council meeting held on 23rd January 2018