



COMPTON MARTIN PARISH COUNCIL

HEALTH AND SAFETY POLICY

1. GENERAL STATEMENT OF POLICY

At the time of adopting this policy Compton Martin Parish Council did not employ over 5 members of staff and therefore a full written Health and Safety Policy is not a requirement. However, the council is committed to providing and maintaining safe and healthy working conditions, equipment and systems of work for employees, volunteers, contractors and members of the public and to provide such information, instruction, training and supervision as is needed for this purpose.

The policy will be kept up to date, particularly as the council's activities change in nature. To ensure this, the Policy and the way in which it has operated will be reviewed every year by the Finance Working Party of the council. Although risk assessment is a continuing process, it shall form part of the Working Party's annual review.

2. RESPONSIBILITIES

The clerk will be responsible for Health and Safety issues and ensure that all venues used for meetings

- Are fit for purpose
- Have First Aid boxes
- Fire extinguishers
- Fire exits shall be kept free from obstructions.

The clerk will further be responsible for

- Checking for and if necessary eliminate trip hazards
- Ensure electrical equipment is used safely and is fit for purpose
- Ensure display screens and projector screens are used safely in accordance with manufacturer's instructions

The clerk will also be responsible for completing risk assessments for councillors and contractors, ensuring all insurance requirements are adhered to including lone working and the safe use of mechanical equipment.

The clerk is also responsible for and is the Guardian for the Village Defibrillator which is situated at the front of the Ring O Bells Public House. The clerk is responsible for checking the defibrillator on a fortnightly basis and reporting back to AED Locator, ensuring lighting arrangements are good.

The chair of each meeting will open the proceedings by pointing out to councillors and members of the public the fire exits and check points of the building.

All councillors are responsible for ensuring health and safety issues are reported to the clerk or Chair/Vice Chair as quickly as possible.

3. EMPLOYMENT OF CONTRACTORS

Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.

4. REPORTING OF PROBLEMS

All Health and Safety issues must be reported to the clerk in the first instance. If the clerk is unable to resolve the matter she/he will report to the Chair/Vice Chair, the Finance Working Party or the Full Council as appropriate.