

# **BURTON OVERY PARISH COUNCIL HEALTH AND SAFETY POLICY**

## **1. Aims**

It is the aim of Burton Overy Parish Council to comply with the Health & Safety at Work Act 1974 by providing, so far as is reasonably able, the health and safety at work of the clerk. The Council also aims to operate such that, as far as is reasonably practicable, that those not employed by the Council such as contractors, sole traders and visitors/public are not exposed to risks to their health and safety.

## **2. Duty of the Clerk**

It is the duty of the Clerk to take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work.

## **3. Duty of the Council**

It is the duty of the Council to carry out risk assessments on behalf of the Clerk, visitors/public to the meeting venue and for self-employed people working for the Council and members of the public who may be affected by any work undertaken.

The Council will ensure that any contractors working for the Council are not exposed to risks to their health and safety and that they do not expose visitors/public to risks to their health and safety. The Council will ensure that all their independent contractors are competent to undertake the work and request that they have public liability insurance cover.

The Council's public & employers liability insurance covers a self-employed person undertaking work on behalf of the Council providing the Council ensures that the work they undertake has been risk assessed and that they are competent to complete the work.

The Council's public & employers liability insurance covers councillors, the Clerk and volunteers. Public events are also covered following a risk assessment and notification to the insurer at least 14 days prior to the date of the event.

## **4. Risk Assessments**

The Council will undertake risk assessments as follows

Step 1 – Identify the hazards

Step 2 – Decide who might be harmed and how

Step 3 – Evaluate the risks and decide on precautions

Step 4 – Record the findings and implement them

Step 5 – Review the risk assessment and update as necessary

All Risk Assessments to be filed with the Health and Safety Policy. The assessment for the Clerk working from home is reviewed annually