



Tilney All Saints Parish Council

Health and Safety Policy

Purpose of the Policy

It is noted that there is no requirement for a Council which employs less than 5 people to have a policy, but the council considers it is best practise to detail its responsibilities under Health & Safety legislation.

Tilney All Saints Parish Council recognises and accepts its responsibility for providing a safe and healthy environment for its members; staff; volunteers; visitors; and for anyone affected by its activities. The Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained.

The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

Members of the Parish Council have the responsibility for implementing this Policy and must ensure health and safety considerations are always given priority in planning and day-to-day supervision of work.

All employees are expected to co-operate in carrying out this policy throughout the council's activities and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others. All employees and contractors associated with any works carried out by the council will be made aware of this policy and the importance of commitment to its objectives.

The council is ultimately responsible for health and safety.

The Council's Insurers

The Parish Clerk arranges the insurance of the council, which will be reviewed annually. The insurer is currently AVIVA Insurance via **Clear Councils**

The council must have Employer Insurance (£10 million); Public Liability (£10 million); Fidelity Guarantee (at least to the level of the balance at year end) and asset insurance.

Statement of General Policy

Our statement of general policy, below, is based upon that required by virtue of the Health and Safety at Work etc. Act 1974.

Although the Council has only two employees, the principles of the Act and its underpinning Regulations as later published are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities.
- To consult with our staff on matters affecting their health and safety.
- To provide and maintain safe equipment.
- To provide sufficient information, instruction, and supervision of staff, volunteers and visitors as far as is reasonably practicable.
- To ensure all staff and volunteers are competent in their Council-related activities, and to provide adequate training as far as is reasonably practicable.
- To prevent accidents and activity-related ill health as far as is reasonably practicable.
- To maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides; and
- To review and revise this Policy as necessary at regular intervals, but at least annually.

Date policy adopted: 12th December 2024

Date policy to be reviewed: December 2025