



PIRBRIGHT PARISH COUNCIL

Health & Safety Policy – Voluntary Helpers/Members of the Public

General Statement

Pirbright Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its voluntary helpers and members of the public who may be affected by the activities of the Parish Council.

Aims of the Health & Safety Policy

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment.
2. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including appropriate risk assessments of working activities.
3. Sufficient information and instruction to voluntary helpers to carry out their work safely.
4. Care and attention to the health, safety and welfare of voluntary helpers and members of the public who may be affected by the Parish Council's activities.

Arrangements for carrying out the Health and Safety Policy.

The Clerk will:

1. Make appropriate arrangements to implement the Health and Safety Policy.
2. Ensure that matters of health and safety are regularly discussed at meetings of the Parish Council.
3. Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures.
4. Make effective arrangements to ensure those voluntary helpers working for the Parish Council comply with all reasonable health and safety requirements.
5. Ensure that work activities by the Parish Council do not adversely affect the health and safety of members of the public.
6. Maintain a central record of notified accidents/incidents.
7. In the event of an accident, take appropriate and timely action to prevent a recurrence or further incident and to complete the accident reporting procedure.
8. Act as the contact and liaison point.

All voluntary helpers will:

1. Comply with work instructions for health and safety.
2. Take reasonable care for their own health and safety, to use appropriate personal protective clothing.
3. Take reasonable care for the health and safety of other people who may be affected by their activities.
4. Report any safety concern or accidents to the Clerk.

Policy Reviewed: November 2023

Next Review Date: November 2024