



LOGGERHEADS PARISH COUNCIL

**Loggerheads Parish Council Loggerheads Fire Station,
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LOGGERHEADS PARISH COUNCIL HEALTH AND SAFETY POLICY

1. GENERAL STATEMENT OF POLICY

- 1.1 Loggerheads Parish Council policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.3 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the ways in which it has operated will be reviewed as required by the full council. Although risk assessment is a continuing process, it shall form part of the Finance Committee's annual review.

2. RESPONSIBILITIES

- 2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work Act and Regulations made under the Act and the Occupiers Liability Act is that of the Parish Council of Loggerheads. The Clerk is responsible for this policy being carried out at all the Council's premises.
- 2.2 All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.3 The Accident Record Book is to be kept in the Parish Council Office.
Accidents shall be reported to the Parish Clerk who will record them in the
Accidents Record Book.

2.4 The Parish Clerk has overall responsibility for training.

2.5 The location of the office in the fire station requires all employees to comply
with Staffordshire Fire and Rescue regulations and policies.