



**Fulford Parish Council**

# Health & Safety Policy

## Fulford Parish Councils

**Signature of Chair of Council** \_\_\_\_\_

**Date of adoption:** \_\_\_\_\_

**Date of review:** 10 May 2022 (every 1 year)



## Fulford Parish Council

### STATEMENT OF INTENT

Councillors and Management at Fulford Parish Council believes that ensuring the health and safety of staff, contractors and visitors is essential to the success of the council.

We are committed to:

- Reducing accidents and work related ill health as far as reasonably practicable
- Ensuring compliance with statutory requirements as a minimum standard
- Assessing and controlling risks from work activities on and off the premises
- Providing a safe, healthy and secure working and learning environment for staff and contractors
- Ensuring safe working methods and providing and maintaining safe work equipment
- Providing appropriate health and safety information, instruction, supervision and training
- Consulting with employees and their representatives on health and safety matters
- Monitoring and reviewing our risk assessments and control measures to ensure that they are effective
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist for all
- Ensuring adequate resources are made available for effective health and safety management,
- Learning from our own health and safety experiences and sharing learning opportunities with others, and implementing control measures where appropriate
- Select and engage competent contractors who will work safely
- Providing adequate first aid cover and occupational health support

All Councillors, staff and contractors will play their part in its implementation.

Name Juliet Koprowska Date: 10 May 2022  
(Chair of Council)

Name Stuart McCabe Date: 10 May 2022  
(Cemetery Superintendent)



## Fulford Parish Council

### ORGANISATION

In order to achieve compliance with the Statement of Intent, specified roles within the Councils management structure will have additional responsibilities assigned to them as detailed below.

#### THE PARISH COUNCIL

The Parish Council has the following responsibilities:

- All reasonable steps are taken so that the Parish Council is complying with health and safety legislation
- Promote a sensible approach to health and safety within the Parish Council
- Seek and accept advice from competent health and safety advisers
- Persons have sufficient experience, knowledge and training to perform the tasks required of them
- Work closely with the Cemetery Superintendent and other Parish Council leaders to adopt a sensible attitude towards health and safety management – ensuring a proportionate response to reduce to health and safety risks in the Parish Council
- Clear procedures are created which assess the risk from hazards and produce safe systems of work
- Sufficient resources are made available in respect of finance, time, equipment and people
- Only contractors who are capable of working safely are selected and engaged – for higher risk work they are accredited by a SSIP (Safety Scheme in Procurement) member organisation, this includes any sub-contractors
- Health and safety performance of the Parish Council is measured both actively and reactively
- The Parish Council's health and safety policy and performance is reviewed as a minimum annually or when there is a change of Cemetery Superintendent or Chair of Council.

#### THE CEMETERY SUPERINTENDENT

The Cemetery Superintendent has the following health and safety management responsibilities – to ensure:

- That the Parish Council is following the risk assessments and safe systems of work to ensure that appropriate arrangements exist within the Parish Council to effectively manage risks
- That the Parish Council is working to legal standards for health and safety
- The staff understand and accept their roles and responsibilities in ensuring effective health and safety management within the Parish Council
- Consultation takes place with employees and their representatives on health and safety matters



## Fulford Parish Council

- Effective communication throughout the Parish Council to ensure that all receive appropriate health and safety information including contractors.
- Systems are in place for the provision of suitable and timely staff health & safety training
- Systems are in place for undertaking specific legislative health and safety requirements
- The need for continuing improvement in health & safety performance is promoted within their Parish Council and also for sharing experiences with peers
- Staff have a sensible approach to health and safety within the all the Parish Council's activities

### ALL STAFF

All staff as part of their normal activities in and out of the Parish Council while at work shall:

- Take reasonable steps to safeguard their own health and safety and that of others including contractors and colleagues
- Cooperate with colleagues including contractors and the Cemetery Superintendent to ensure that the Parish Council remains safe
- Raise any concerns about health and safety with the Cemetery Superintendent
- Discharge any specific health and safety duties in accordance with current Safety instructions
- Attend health and safety training as directed by the Cemetery Superintendent

### ROLES AND RESPONSIBILITIES

The Cemetery Superintendent may delegate the following responsibilities to the Parish clerk or a person in a similar role:

- Co-ordinate and manage the annual risk assessment review and revision process for the Parish Council
- Co-ordinate the workplace inspections and active monitoring process
- Make provision for the inspection and maintenance of work equipment throughout the Parish Council, including the statutory examination and testing of specific equipment
- Manage the keeping of records of all health and safety activities
- Ensure that staff are adequately instructed in health and safety matters in connection with their specific work place and the Parish Council generally
- To co-ordinate the control of contractors on site when work is being undertaken

The following roles are delegated where appropriate (if not delegated, the Cemetery Superintendent assumes responsibility):

Site Asbestos Liaison Officer (SALO)

Stuart McCabe

Site Legionella Representative (SLR)

Stuart McCabe

Responsible person for fire safety  
(RPFFS)

Stuart McCabe



## Fulford Parish Council

First Aid

Stuart McCabe

All staff have a responsibility to advise the Cemetery Superintendent of situations or activities that are potentially hazardous to the health and safety of staff, contractors and visitors. Other staff will have tasks allocated to them relevant to their curriculum roles and responsibilities.