

HEALTH AND SAFETY POLICY

Introduction

1. The Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
2. At the time of adopting this policy setting out a statement of the Council's intentions, the Council has a single employee (the Clerk) and therefore is not required by the Health and Safety Executive to produce a full written health and safety policy.
3. The Council will continue to meet its responsibilities under the Health and Safety at Work etc. Act 1974 and will seek, as and when appropriate, advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

The Council's Health and Safety Aims

4. To provide as far as reasonably practicable a safe place of work and working environment for its employee and any contractors or voluntary helpers.
5. The Council's meetings are usually held at Studham Scout Headquarters. The Council will report to the Studham Kensworth and Whipsnade Scout Group any issues or concerns relating to health and safety within the building and will take responsibility for actively following up any issue until a satisfactory conclusion is reached.
6. In relation to any specific activities or events hosted or organised by the Council, a risk assessment procedure will take place prior to the event and any necessary safety procedures will be implemented.
7. To encourage any employee, contractor or volunteer to report to the Council any health and safety related matter and the Council shall fully consider and review any matter so reported.
8. If a contractor is to carry out any major works on behalf of the Council, to give consideration to requiring the contractor to provide a written method and confirmation that they have carried out their own risk assessment practices.
9. To review this policy annually and to consider the impact of any updated health and safety legislation on the activities of the Council.
10. To ensure that any employee, contractor or volunteer is made aware of the existence of this policy.
11. To maintain a file of risk assessments in such form as may be recommended by the Health and Safety Executive from time to time.
12. To ensure that work and activities carried out by the Council do not unreasonably jeopardise the

health and safety of the general public.

13. To maintain a central record of notified accidents. When a notified accident occurs, to complete the necessary accident reporting procedure and, as necessary, to carry out further risk assessment and implementation of procedures to minimise any future or ongoing risk.

Health and Safety Requirements

14. It is required that all employees, contractors and volunteers will:
 - co-operate fully with any health and safety requirements arising either from legislation or as the result of the Council's own risk assessments;
 - take reasonable care for their own health and safety, including using the appropriate personal protective clothing and ensuring necessary first aid materials are available;
 - take reasonable care with regard to the health and safety of other people who may be affected by their activities;
 - not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety;
 - not misuse any equipment, tools or plant so as to cause risks to health and safety; and
 - report any hazardous incidents to the Clerk.

This Health and Safety Policy was adopted on 6 September 2021.

This Health and Safety Policy will be reviewed annually.