



## **Health and Safety Policy**

Resolved by the Parish Council on 9<sup>th</sup> August 2021

Reviewed 15<sup>th</sup> July 2024

Review due July 2027

This Statement has been prepared as a requirement under Section 2 of the Health and Safety at Work Etc. Act 1974. It sets out the general principles and approach that the Parish Council will follow in respect of Health and Safety legislation for premises and activities for which the Council is responsible.

It is the responsibility of all councillors and employees of the council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.

### **1. General Statement of Policy**

**1.1** Haddenham Parish Council recognises and accepts its duty as an employer to provide a safe and healthy workplace and working environment for all employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.

**1.2** The Council will ensure the health, safety and welfare at work of all employees as far as is reasonably practicable by: -

- i. providing and maintaining equipment and systems of work that are safe and without risks to health
- ii. ensuring that the use, handling, storage and transport of items and substances is done in a safe manner without risks to health
- iii. providing such information, instruction, training and supervision as may be required to ensure the health and safety of its employees whilst at work
- iv. maintaining all places of work for which it is responsible in a safe condition and without risks to health, and by providing and maintaining access to and from all such places in a safe condition
- v. providing and maintaining a working environment for its employees which is safe without risk to health and adequate as regards facilities and arrangements for their welfare at work
- vi. undertaking and revising as appropriate, a risk assessment relating to each work area, including working for home. which encompasses all matters relating to occupational health as it affects employees

**1.3** So far as is reasonably practicable, the Council will ensure that persons not in its employment who may be affected by its activities are not exposed to risks to their health and safety.

**1.4** The Council reminds employees of their own duties and responsibilities under Sections 7 and 8 of the Health and Safety at Work Act 1974,

- i. to take reasonable care for the Health and Safety of themselves and of other persons (including non-employees) who may be affected by their acts or omissions at work
- ii. to complete a HSE (2013) Display Screen Equipment Self-Assessment. Any areas of concern to be reported to the Clerk for escalation to the council.
- iii. to co-operate with the Council in meeting its statutory obligations and contribute positively to the safety and health at work by: -
  - a) complying with all statutory regulations and any relevant code of practice
  - b) maintaining working areas in a tidy condition
  - c) operating in accordance with any safe system of working laid down by the Council
- iv. neither intentionally nor recklessly to interfere with or misuse anything provided in the interests of Health, Safety or Welfare or in pursuance of any statutory requirements
- v. report to the Clerk, any accident, however trivial, or dangerous occurrence or defective protective equipment they have experienced, witnessed or which may have been made known to them and any other matters which may be relevant in assessing the risk of an accident or dangerous occurrence at the place of work, in accordance with Regulation 12, Management of Health and Safety at Work Regulations, 1992

**1.6** The Parish Council requires contractors to supply Risk Assessments and Safe Systems of Work prior to starting any major works on behalf of the council.

## **2. Organisation**

**2.1** The Clerk will be responsible to the Council for the overall implementation of the Council's Safety Policy.

**2.2** The Clerk will advise the Council on all matters relating to Health, Safety and Welfare.

**2.3** The Clerk will carry out the practical day-to-day functions of a Safety Officer.

**2.4** The Clerk will report to the Council, any matter relating to Health and Safety or Welfare which is unsatisfactory and/or requires remedial action.

**2.5** The Clerk will be responsible for: -

- i. collating accident reports
- ii. organising training in safety matters for existing staff and all new entrants
- iii. arranging risk assessments where necessary

### **3. Implementation of Safety Policy**

3.1 The Council shall provide the necessary finance to comply with the requirements of safety legislation.

3.2 The Council will be responsible for: -

- i. the promotion of accident prevention measures, advice and training
- ii. the identification and elimination of potential hazards
- iii. the development of safe working methods and environments
- iv. regular inspection of work environments to check compliance with established regulations

3.3 The Council will ensure that there is an effective system of communication with its employees on health and safety matters.

- i. If an employee wishes to bring to the attention of the Council any matter which in their opinion contravenes the Health and Safety at Work Etc. Act, 1974, Management of Health & Safety at Work Regulations 1999, they should do so by first discussing it with the Clerk.
- ii. The Clerk will refer the matter to the Chair of the Council.
- iii. If an employee feels that the matter has still not been resolved to their satisfaction, they may approach the Chair who will instruct that the matter be raised at the next meeting of the Council.

3.4 All equipment owned by the Council will be kept in good condition and the Clerk will ensure that provision is made for regular maintenance and inspection.

3.5 The Clerk will be responsible for inspecting and maintaining First Aid Boxes.

3.6 This Statement of the Council's Safety Policy will be reviewed and added to or amended as necessary to take into account changes in legislation, methods of working, machinery or tools.

3.7 Detail of risks, risk assessment and management, and Health and Safety Executive guidance will be kept in a separate file as an addendum to this Policy.

3.8 A copy of this Statement and supplements will be issued to all employees.