

**Health and Safety Policy – approved 7<sup>th</sup> May 2024.**

**Scope of the Policy**

- 1) The Parish Council aims to protect the health, safety and welfare of employees, contractors, residents and members of the public within its area, who may be affected by the Council's activities.
- 2) The Parish Council has no premises but will ensure that any amenities belonging to the Council are properly managed by the Council and that the Council set up and monitor appropriate Health and Safety policies and procedures for the protection of the public.
- 3) Councillors are required to take reasonable care of their own Health and Safety when carrying out duties on behalf of the Parish Council.

**The Parish Clerk**

- 1) If the Parish Clerk works from home, he/she must ensure that he/she works in a safe working environment.
- 2) This includes observing the legal recommendations for safe handling, the use of computer equipment, and workstation design.

**Contractors, Employees and Volunteer Workers**

- 1) The Parish Council will ensure that any contractors or Volunteer Workers employed to carry out work on behalf of the Council have adequate and appropriate Public Liability insurance.
- 2) Contractors and Volunteer Workers will report to the Clerk or any nominated Councillor any hazard or situation encountered during their work, which may affect members of the public.
- 3) Employees, Contractors and Volunteers should:
  - a. Seek advice on safety and health matters from the Clerk.
  - b. Make proper use of protective clothing and safety equipment provided.
  - c. Report immediately to the Clerk any defects in plant, structures, equipment or safety procedures which come to their notice.
  - d. Report promptly to the Clerk any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence of incidents.
- 4) Employees and volunteers are reminded that they have a duty to care for their own safety and that of other workers and other persons who might be affected by their activities and to cooperate with the Council so as to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of each and every individual.
- 5) A copy of this statement will be issued to all Council employees and Councillors. It will be revised added to or modified from time to time.

**Roads and footpaths**

The Parish Council will promptly report any hazards that are brought to its attention to the appropriate authorities for further action in respect of roads and footpaths in its area.

## **Environment**

- 1) The Parish Council will ensure that, as far as possible, the Parish remains a safe and pleasant environment for its residents.
- 2) The Parish Council will obtain specialist technical and Health and Safety advice for any projects or pieces of work that could affect the general public.
- 3) The Council will ensure that any work activities carried out on its behalf do not unreasonably jeopardize the Health and Safety of the general public.

## **Risk assessment**

- 1) The Parish Council will carry out a risk assessment of all its activities and review this annually.
- 2) The Council will set up and monitor policies and procedures to reduce any risks that are identified.

## **Duties and Responsibilities**

All Parish Councillors are jointly responsible for the implementation of this Health and Safety Policy. They will ensure that:

- a) All employees, voluntary helpers and workers are aware of and understand this policy
- b) The activities of the Parish Council are monitored to ensure that the objectives of this policy are complied with
- c) Employees have adequate competence and appropriate training for carrying out their roles
- d) Employees and voluntary helpers and workers are aware of the hazards which may exist within the operation of any role/task they carry out
- e) Safe methods of work are adopted
- f) Any accidents and near miss incidents arising out of Parish Council activities are recorded, reported and investigated as appropriate and detailed in the accident reporting procedure (see **Accident Reporting** below)
- g) Regular inspections of equipment are carried out to ensure fitness for purpose

## **Review of the policy**

This policy will be reviewed annually.

## **Accident Reporting**

The Parish Clerk must be notified immediately if an accident or near miss occurs to anyone whilst on Parish Council business (the HSE defines a near miss as an event not causing harm but that has the potential to cause injury or ill health). This includes Parish Councillors, employees, voluntary helpers, workers visitors, contractors etc. The accident book must be completed and where appropriate an investigation and recommended remedial actions reported to the Parish Council.