



# Health and Safety Policy

Adopted by the Parish Council:

12 June 2017

Reviewed on 26 July 2021

Reviewed 28 September 2022

Reviewed 11 September 2023



1. Owslebury Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for its employee, contractors, voluntary helpers and others who may be affected by the activities of the Parish Council.
2. The Parish Council will meet its responsibilities under Health and Safety at work Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfill this commitment.
3. The Parish Council will seek as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Parish Council's responsibilities for ensuring safe working conditions.

## **AIMS OF THE HEALTH AND SAFETY AT WORK POLICY**

### ***To provide as far as is reasonably practicable:***

1. A safe place of work and a safe working environment.
2. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
3. Systems of work that are safe and without risks to health.
4. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
5. Providing sufficient information, instruction and training for employee, contractors and voluntary helpers to carry out their work safely.
6. Care and attention to the health, safety and welfare of its employee, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

## **ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY AT WORK**

### ***As the Council's Safety Officer, the Clerk will:***

1. Keep informed of relevant Health and Safety policy legislation and inform the Council accordingly.
2. Advise the Parish Council on the resources and arrangements necessary to fulfill the Parish Council's responsibilities under the Health and Safety at Work legislation.
3. Make effective arrangements to implement the Health and Safety at Work Policy.
4. Ensure that matters of Health and Safety are brought to the attention of the Parish Council as and when necessary.
5. Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures.  
Ensure that employees are provided with and use the necessary personal protective equipment
6. Make effective arrangements to ensure contractors or voluntary helpers working for the Parish Council comply with all reasonable Health and Safety at Work requirements.
7. Ensure that work activities by the Parish Council do not unreasonably jeopardise the health and safety of members of the public.
8. Maintain a central record of notified accidents.
9. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
10. Act as the contact and liaison point for the Health and Safety Inspectorate.



***All employees, contractors and voluntary helpers will:***

1. Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety.
2. Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.
3. Take reasonable care for the Health and Safety of other people who may be affected by their activities.
4. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
5. Not misuse any plant, equipment tools or materials so as to cause risks to Health and Safety.
6. Report any accidents or hazardous incidents to the Clerk
7. Prepare a risk assessment for the activity and ensure that it is sent to the Clerk for filing. The risk assessment should include details of the activity, minimisation/elimination of risk to be taken and who will be carrying out the activity.
8. Report any defective equipment or materials, accidents, or hazardous incidents to the Clerk.