



HEALTH & SAFETY POLICY

STAVERTON PARISH COUNCIL

Adopted 15th July 2019

POLICY STATEMENT

Staverton Parish Council recognises and accepts its responsibilities as an equal opportunities employer, providing a safe and healthy working environment for its clerk, councillors, contractors, volunteers and others who may be affected by the activities of the Council.

The Council will meet its responsibilities under the Health and Safety at Work Act 1974 and will provide as far as is reasonably practicable the resources necessary to fulfil this commitment.

AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

To provide as far as is reasonably practicable:

- ✓ A safe place of work and a safe working environment.
- ✓ Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- ✓ Systems of work that are safe and without risks to health.
- ✓ Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
- ✓ Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- ✓ Care and attention to the health, safety and welfare of employees, 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

As the Council's Safety Officer, Clerk will:

- ✓ Keep informed of relevant Health and Safety policy legislation.
- ✓ Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Work Policy.
- ✓ Make effective arrangements to implement the Health and Safety Policy.
- ✓ Ensure that matters of Health and Safety are regularly discussed at Parish Council meetings.
- ✓ Ensure that regular risk assessments are carried out of working practices and facilities with subsequent consideration and review of any necessary corrective/protective measures.
- ✓ Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements.

- ✓ Ensure that the activities of the Council do not unreasonably jeopardise the health and safety of members of the public.
- ✓ Maintain a central record of notified accidents.
- ✓ When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and complete the necessary accident reporting procedure.
- ✓ Act as the contact and liaison point for the Health and Safety Inspectors.
- ✓ Allocate health and safety checks on Parish Council play area and sports ground to a nominated Parish Councillor and replace dangerous or defective equipment.

The Clerk, Councillors, contractors and voluntary helpers will:

- ✓ Keep informed of relevant health and safety legislation. Guidance notes to be provided where necessary.
- ✓ Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that all necessary First Aid materials are available.
- ✓ Take reasonable care for 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.
- ✓ Should not misuse any plant, equipment, tools or materials.
- ✓ Report any accidents or hazardous incidents to the Clerk or Chairman.
- ✓ Provide training when necessary.
- ✓ The Council will not tolerate abusive or violent behaviour to any member of the council or staff including volunteers. Behaviour of this type will be immediately reported to the police.

Duties and Responsibilities of Contractors

- ✓ The Council aims to engage contractors who are able to demonstrate due regard to health and safety matters.
- ✓ The Council will ensure that where contractors or sub-contractors are engaged they must maintain effective control of themselves and those working under them so as to ensure that they comply with the responsibilities and duties of the health and safety legislation.
- ✓ The Council will provide a named Councillor for contact during the period of work.
- ✓ The Council will also issue a schedule of work to be carried out.
- ✓ All contractors to provide evidence of insurance cover and liability.
- ✓ All work will be risk assessed in advance.
- ✓ Injuries must be reported to the Parish Clerk.