

1. Statement of Intent

- 1.1 The Parish Council recognises and accepts its statutory responsibilities as an employer and will strive to secure the health and safety and welfare of its employees and others affected by its activities in accordance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work regulations 1992 and other supporting legislation appertaining to Health, Safety and Welfare.
- 1.2 It is the policy of the Parish Council to provide and maintain; training and supervision, a positive health and safety culture in which all employees and individuals/organisations can consider health, safety and welfare issues during their work and make an effective contribution towards maintaining and improving health and safety standards. Thus resulting in an accident free organisation, a healthy work place and safe working environment.
- 1.3 Successful implementation of this policy requires the co-operation of each individual to take responsible care for the health and safety of him/herself and of other people who may be affected by his/her actions at work.
- 1.4 All accidents may be prevented and many are caused by lack of care or forethought. The Parish Council will monitor and continually strive to improve health and safety at work for its employees and those associated with its work and activities.

2. Health and Safety Policy

- 2.1 The Parish Council will plan for effective Health and Safety Management and take all steps that are reasonable and practicable, and within its powers, to meet its responsibilities with regard to health and safety matters, paying particular attention to:
 - Providing a safe place of work, with safe access to and egress from the workplace.
 - Providing a safe and healthy working environment.
 - Providing safe plant, equipment and machinery.
 - Providing safe arrangements for the use, handling, storage and transportation of articles and substances.
 - Providing safe systems of work.
 - Providing information, instruction and training at all levels for the avoidance of hazards, ill health or injury at work.
 - Providing suitable and sufficient risk assessments to safeguard employees and non-employees in connection with the Parish Council, undertaking for the purpose of identifying the measures which need to be taken to comply with Health and Safety legislation.
 - Making and giving effect to arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.
- 2.2 The success of the policy demands the active co-operation of **every employee** of the Parish Council and for this purpose detailed arrangements for their co-operation have been outlined as being the need:

- To demonstrate a strong commitment to Health and Safety and to ensure that Health and Safety is an integral aspect of the Parish Council's business, management and review process.
- To define the areas of responsibility.
- To ensure clear channels of communication.
- To ensure that any required improvements in health, safety and welfare are implemented without delay.
- To define the levels and areas where training is required in the administration of the Health and Safety at Work Act as it faces the Parish Council. This includes the selection of competent person[s], who will receive training and instruction to carry out risk assessments and to record findings as appropriate.

3. Implementation

3.1 The Parish Council's Health and Safety Policy will be actioned in a number of ways, including:

- The provision of adequate and appropriate resources to implement the policy including finance, materials, authority to make decisions and allocating sufficient time for all employees to contribute towards the process.
- Ensuring that all employees at all levels receive appropriate training and are competent to carry out their duties and responsibilities.
- The setting and publishing of Health and Safety objectives as appropriate.
- Ensuring the policy's implementation is communicated to all levels of staff to maximize understanding.
- Ensuring employee involvement and consultation to gain commitment to the policy and its implementation. This will be achieved through meetings and training sessions.
- The periodic review of policy.
- Provision of the means to enable employees to contribute to their own safety at work.

4. The Parish Administrator's Responsibilities

- Co-operate with and carry out all the directions and instructions of the Parish Council in accordance with the provisions of the Health and Safety at Work Act 1974, and any other associated legislation for the protection of persons at work.
- Be responsible to the Parish Council for safety, health and welfare of employees whilst they are undertaking activities on behalf of the Parish Council.
- Ensure that the responsibilities and duties for safety, health and welfare are properly assigned, accepted and understood.
- Plan for adequate resources to carry out the Parish Council's safety and health training.
- Actively support all persons to whom safety and health responsibilities have been assigned.

- Ensure that First Aid arrangements are adequate for all employees, contractors, customers, members of the public and all likely visitors to places of work.
- Nominate Supervisors of employees to co-ordinate safety, health and welfare duties within their places of work.
- Ensure that all employees will receive or have received, or have access to an up-to-date copy of, and/or amendments to, the Parish Council's Health and Safety Policy.
- Ensure that the Parish Council receives adequate advice with regard to levels of finance and other resources to enable the intent of these policies to be carried out.

5. Employees' Responsibilities

- Ensure that tools, materials and equipment are effectively maintained to a safe standard of use and defective equipment is taken out of use and appropriate action taken.
- Ensure that all approved items of First Aid are available as required by the relevant statutory regulations, and that all employees are made aware of their location.
- Ensure that all appropriate personal protective clothing and equipment is issued and used when necessary.
- Ensure compliance with regular fire drills together with other requirements of the Fire Precautions Regulations.
- Advise the Parish Administrator of any matter found to be in breach of statutory requirements.
- Maintain regular liaison with the Parish Administrator to ensure that safety, health and welfare programmes are effective and directed to meet agreed objectives.
- Take reasonable care of their own Health and Safety and that of any other person who may be affected by their acts or omissions at work.
- Co-operate with the employer as far as is necessary to enable that their duty or requirement can be performed or complied with.
- Not intentionally or recklessly interfere with or misuse anything, provided or otherwise, that will jeopardize the interests of health, safety and welfare.

In addition, every employee has a responsibility to:

- Report any hazard or malfunction to the Parish Administrator.
- Conform to all instructions, whether written or verbal, given to ensure personal safety and the safety of others.
- Be sensibly and suitably dressed for their particular working conditions.
- Know the whereabouts of workplace manuals and procedure notes and ensure that they comply with the instructions contained therein.
- Conduct themselves at all times in a proper and orderly manner whilst in the workplace and refrain from inappropriate behaviour

- Use all safety equipment and/or protective clothing as may be provided.
- Avoid improvisation in any form which could create unnecessary risks to health and safety.
- Maintain tools and equipment in good condition, reporting any defects to their Supervisor and/or the Parish Administrator.
- Attend training courses designed to comply with the needs of health and safety, as required.
- Acquaint themselves with health and safety advice on materials, substances, tools, plant and equipment used by them.
- Be aware of the fire evacuation procedure and the position of the fire alarms and equipment and how to use them safely and effectively.
- Be aware of the location of First Aid supplies and equipment and how to use them safely and effectively.
- Be aware of the legislation covering the control of substances hazardous to health (COSHH). This requires that all substances used in the workplace must be assessed in order to identify the risk to health.
- Lone members of staff should not arrange to meet unknown contacts except in public places. All members of staff should provide details to another person of where they are going, the purpose of the visit and their anticipated time of return. If there is any unexpected change to this, please telephone them if possible.
- Lone Workers should always carry the personal alarm supplied to them in case of an emergency.
- If an employee is subjected to aggression, due to the job they undertake, eg verbal abuse, anti-social behaviour or physical assault, this must be reported immediately to their Supervisor to identify possible remedial action.

The Parish Council insists on safe working methods and employees willfully and persistently disregarding safety rules and procedures drawn up for their benefit will be liable to disciplinary action including dismissal.

6. Review Mechanism

This document will be reviewed on a regular basis.