

# Kilpeck Parish Council

## Health and Safety Policy

### **GENERAL STATEMENT**

Kilpeck Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for Clerk, Contractors, Voluntary Helpers and others who may be affected by the activities of the Parish Council.

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

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:

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 Clerk, Contractors and Voluntary helpers to carry out their work safely

Care and attention to the health, safety and welfare of Clerk, Contractors, Voluntary helpers and members of the public who may be affected by the Parish Council's activities

### **ARRANGEMENTS AND RESPONSIBILITIES**

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

As the Parish Council's Safety Officer the Clerk will:

Keep informed of relevant Health and Safety policy legislation

Advise the Parish Council on the resources and arrangements necessary to fulfil the Parish Council's responsibilities under the Health and Safety at Work Policy

Make effective arrangements to implement the Health and Safety at Work Policy

Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council

Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures

Consider requesting contractors to supply a written method statement prior to starting major works.

Maintain a file of risk assessments, summarised in the minutes

Make effective arrangements to ensure those contractors or voluntary helpers working for the Parish Council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Council's Health & Safety at Work Policy

Ensure that work activities by the Parish 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 to complete the necessary accident reporting procedure

Act as the contact and liaison point for the Health and Safety Inspectorate

The Clerk, Contractors and Voluntary helpers will:

Co-operate 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

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

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

Not misuse any plant, equipment tools or materials so as to cause risks to Health and Safety

Report any accidents or hazardous incidents to the Clerk

Signed Vice-Chairman Parish Councillor Mr Mark Parsons......Date 13<sup>th</sup> May 2024