

# **EAST FARNDON PARISH COUNCIL**

## **HEALTH AND SAFETY POLICY**

### **Introduction**

East Farndon Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, volunteers and others who may be affected by the activities of the Council.

The Council also recognises that, as a public body, its responsibilities extend to the health and safety of members of the public who attend meetings or make use of its assets.

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

The Council will seek as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

### **Aims**

The policy's aim is to provide as far as is reasonably practicable:

- A safe place of work and a safe working environment
- Safe facilities for the use of the residents of East Farndon and the wider public
- Arrangements for considering, reporting and reviewing matters of Health & Safety at work, including regular risk assessments of working activities
- Systems of work that are safe and with minimal risks to health
- Specialist technical advice and assistance on matters of Health & Safety when necessary
- Sufficient information, instruction and training for employees, contractors and volunteers to carry out their work safely
- Care and attention to the health, safety and welfare of employees, councillors, contractors, volunteers and members of the public who may be affected by the council's activities

### **Responsibilities**

#### **As the Employer, East Farndon Parish Council will:**

- Have overall responsibility for health and safety
- Be responsible for this policy and regularly review it
- Ensure safe equipment and supplies are provided to employees, contractors and volunteers

#### **As the Health & Safety Officer, the Clerk will:**

- Have day-to-day responsibility for implementation of the Health & Safety Policy
- Keep informed of relevant health and safety legislation
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health & Safety Policy
- Make effective arrangements to implement the Health & Safety Policy

- Ensure actions that have been approved by the Council to remove, or to mitigate against, risk are carried out
- 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 and facilities, with subsequent consideration and review of any necessary corrective/protective measures. All risk assessments to be retained on file
- Make effective arrangements to ensure those contractors or volunteers working for the Council comply with all reasonable health and safety requirements. All contractors will be required to abide by the terms of the contractors' service level agreement and specified scope of work, and be given a copy of the Council's Health & Safety Policy
- Ensure that work activities by 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 to complete the necessary accident reporting procedure
- Act as the contact and liaison point

**Employees, councillors, contractors and volunteers will:**

- Cooperate fully with the aims and requirements of the Council's and Health & Safety Policy and their own health and safety arrangements and safe working procedures relevant to the work being undertaken
- Comply with Codes of Practice or work instructions for health and safety
- Take reasonable care for their own health and safety, use appropriate protective clothing where necessary and, where appropriate, ensure that 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
- Report any accidents or hazardous incidents to the Clerk

**The Council will:**

- Take seriously its Duty of Care to employees
- Ensure that appropriate levels of insurance are in place
- Carry out risk assessments as needed
- Ensure this policy is reviewed at least annually