

RATTLEDEN PARISH COUNCIL: POLICIES AND PROCEDURES

03 HEALTH AND SAFETY POLICY

Adopted 2014-11-25, last updated 2022-06-28

1 General

- 1.1 Rattlesden Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for its councillors, employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
- 1.2 The Council will meet its responsibilities under the Health and Safety at Work Act 1974 and all other prevailing legislation, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
- 1.3 The Council will seek, as and when appropriate, expert and professional technical advice on health and safety matters to assist the Clerk in fulfilling and discharging its responsibilities for ensuring safe working conditions.
- 1.4 Prior to being engaged, the Council will satisfy itself that any contractors are suitably competent, qualified and experienced for the type of work being carried out. It will, as necessary, require appropriate assurances as evidenced by, for example, formal certification or accreditation of the company and/or its employees.
- 1.5 All employees, whilst at work, have a legal duty of care and will be expected to take reasonable care for their own health and safety, and that of other persons who may be affected by their acts or omissions.
- 1.6 The Council will ensure, so far as is reasonably practicable, that the Clerk's working conditions and practices are safe, any necessary assessments are performed, and all relevant legislation and regulations are complied with.

2. Objectives

To provide as far as is reasonably practicable:

- a. a safe place of work and a safe working environment;
- b. arrangements for considering, reporting and reviewing matters of health and safety at work, including regular risk assessments of working activities.
- c. systems of work that are safe and without risks to health;
- d. the obtaining of specialist technical advice and assistance on matters of health and safety when necessary;
- e. sufficient information, instruction and training for councillors, employees, contractors and voluntary helpers to carry out their work safely; and
- f. care and attention to the health, safety and welfare of councillors, employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

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3 Responsibilities

- 3.1 As the Council officer responsible for health and safety, the Clerk will:
- a. keep informed of and up-to-date with relevant health and safety legislation;
 - b. advise the Council on the resources and arrangements necessary to fulfil its responsibilities for compliance health and safety requirements;
 - c. make effective arrangements to implement the Council Health and Safety Policy;
 - d. ensure that matters of health and safety are reported, as needed, to meetings of the Council;
 - e. ensure that regular risk assessments are carried out of working practices, facilities and assets, with subsequent consideration and review of any necessary remedial/protective measures;
 - f. maintain a risk register which is reported to and considered by the Council at least annually, and duly monitored throughout the year for any changes which need to be brought to the attention of councillors;
 - g. make effective arrangements to ensure that councillors, employees, contractors, voluntary helpers and any others working for the Council comply with all reasonable health and safety requirements;
 - h. make available the Council's Health and Safety Policy upon request, not least to contractors engaged to work on Council business;
 - i. ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public;
 - j. maintain a record of notified accidents;
 - k. when an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and complete the necessary accident reporting procedure;
 - l. act as the contact and liaison point for the Health and Safety Executive; and
 - m. when working from home, be expected to take reasonable care for the safety of any persons visiting his/her property in connection with Council business.
- 3.2 All councillors, employees, contractors and voluntary helpers will:
- a. comply with the Council Health and Safety Policy, and any instructions properly issued for working in a health and safety manner;
 - b. take reasonable care for their own health and safety, use appropriate personal protective clothing when needed and, where appropriate, ensure that appropriate first aid materials are available;
 - c. take reasonable care for the health and safety of other people who may be affected by their activities;
 - d. not interfere intentionally with or remove safety guards, safety devices or other equipment provided for health and safety purposes;
 - e. not misuse any plant, equipment tools or materials; and
 - f. report any accidents or hazardous incidents to the Clerk.