

SAPCOTE PARISH COUNCIL

Health & Safety Policy (2021)

This policy was adopted by the Parish Council on:	
Date ratified	2 nd December 2021
Minute Reference	237/21
Date of Next review	December 2022
Signed	

General Statement

Sapcote Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers 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 other applicable legislation, 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 of the Health & Safety 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.
- 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, councillors contractors, and members of the public who may be affected by the council's activities.

Arrangements and Responsibilities for carrying out the Health & Safety Policy

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

- 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 and Safety Policy.
- Make effective arrangements to implement the Health and Safety 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 and facilities, with subsequent consideration and review of any necessary corrective/protective measures and maintain a file of risk assessments.
- Make effective arrangements to ensure those contractors or voluntary helpers 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 will 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 for the Health and Safety Executive.

All staff and councillors will ensure personal safety and will:

- Take reasonable care of themselves, cooperate fully with the Health & Safety Policy and comply with Codes of Practice or work instructions for health and safety.
- Ensure that someone knows where they are going if on Council business and when expected back.
- All meetings with members of the Public should be by appointment only and held either at the Pavilion or the Scout Centre.
- 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.
- When lone working, employees should carry a mobile phone at all times.
- 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
- All instances of abuse by a member of the public should be reported and support offered to the staff member or councillor if necessary.
- The Chairman of an evening meeting is responsible for ensuring staff are not left alone at the meeting venue.