

# EVERDON PARISH COUNCIL

## HEALTH AND SAFETY POLICY

### **Introduction**

This policy sets out the general principles and approach that the Parish Council will follow in respect of Health and Safety legislation for premises and activities for which the Council is responsible.

It is the responsibility of all councillors' and employees of the council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.

### **THE PARISH COUNCIL'S SAFETY POLICY**

1. Everdon Parish Council (DMGPC), in accordance with the requirements of *The Health and Safety at Work Act (1974)*, and *The Management of Health and Safety at Work Regulations (1998)*, accepts its duty to provide and maintain safe and healthy working conditions for all its employees. It also accepts its duty of care to other persons such as members of the public, volunteers and contractors who work on behalf of the Council.
2. The Parish Council will take all reasonable steps to ensure that it complies with the law on Health, Safety and Welfare and any relevant Regulations, Approved Codes of Practice and Guidance. It will provide the resources to ensure the safety of its employees and others affected by its work.
3. The Parish Council is responsible for managing safety, based on the Council's safety policy. Day to day matters of Health and Safety are dealt with by the Clerk acting on behalf of the Council.
4. All Councillors, employees/contractors and volunteers have a duty to take reasonable care for their own health and safety and that of any persons who may be affected by their acts or omissions.
5. The Parish Council will take all reasonable steps to ensure that:
  - 5.1. information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.
  - 5.2. its work, in all its forms, is done in ways so that members of the public are not put at risk.
  - 5.3. arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
  - 5.4. this policy is brought to the attention of all employees, members of the public, contractors, volunteers and Councillors and is reviewed annually.
  - 5.5. when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.
6. **Activities, Assets and Risk Assessments**
  - 6.1. The Parish Council will carry out risk assessments of its activities and its assets as and when necessary and review these annually. Activities include site visits and home working.
  - 6.2. It will undertake annual inspections of its assets and take necessary and proportionate steps to ensure these continue to be as safe as reasonably practical.
  - 6.3. The Parish Council will set up and monitor policies and procedures to reduce any risks that are identified.

- 6.4. The Parish Council requires contractors to supply Risk Assessments prior to starting any major works on behalf of the council, as well as to provide Certificates of Public Liability insurance
- 6.5. The Clerk shall request and keep copies of all risk assessments and Health and Safety documents, in labelled Health and Safety files.
- 6.6. Staff who work alone at home must be aware of risks:
- such as trip hazards<sup>1</sup>,
  - ensuring that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire following the Health and Safety Executive’s (HSE) guidelines,
  - manual handling<sup>2</sup>
  - The Clerk must ensure HSE guidance is followed with regard to excessive Display Screen Equipment (DSE) work, that the chair is at the correct position. The Clerk should assess their personal safety for working alone and any First Aid requirements.

Date Reviewed	July 2022 (Amended May 23)
Date of next review	July 2026

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<sup>1</sup> Management of Health and Safety Work Regulations (199) Regulation 3

<sup>2</sup> The Manual Handling Operations Regulations 1992

