



### **Lawford Parish Council - Health and Safety Policy**

Lawford Parish Council recognises its responsibilities as an employer for providing a safe and healthy environment for all its employees, members, contractors, voluntary helpers and others who may be affected by the activities of the Council.

The Council will make every effort to meet its responsibilities under the Health and Safety at Work Act (1974) and will have regard to health and safety legislation, approved Codes of Practice, Guidance Notes and other relevant information issued by the Health and Safety Executive. It will also follow NALC guidance (Legal Topic Note 23 Health and Safety Revised July 2015).

#### Purpose

The purpose of this Policy is to ensure that Lawford Parish Council provides, as far as is reasonably practicable:

- A safe place to work and a safe working environment
- Sufficient information, instruction and training for employees, members, contractors and voluntary helpers to carry out their work safely
- Care and attention to health, safety and welfare of employees, members, contractors, voluntary helpers and members of the public who may be affected by the Council's activities

#### Duties and Responsibilities

The ultimate responsibility for health and safety rests with the Members of the Parish Council.

All Parish Councillors are jointly responsible for the implementation of this Health & Safety Policy, for monitoring the day-to-day administration of the Council's affairs, and ensuring that all insurance policies are in date. In doing so they will ensure that:

- A copy of this policy is circulated to all employees, members and voluntary workers on appointment.
- The Council's activities are monitored to ensure that the objectives of the Health & Safety Policy are being complied with.
- Contracts of employment include compliance with statutory and company health, safety and environmental requirements.
- All staff have adequate competence and training for carrying out their specific jobs and for ensuring the health, safety and welfare of themselves and those around them.
- Employees and voluntary workers are aware of the hazards which may exist within the operation of their tasks, and that they fully understand and observe all aspects of the Parish Council's Health & Safety Policy.
- No employee, member or voluntary worker shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless he or she possesses such knowledge or experience or is under supervision of a competent person having regard to the nature of the work.

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- All suppliers comply with Section 6 of the Health & Safety at Work Act (HASAWA) in supplying articles and substances that are safe and without risk to health when properly used and to provide information to enable them to be properly used.
- Safe methods of work are adopted.
- Any accidents arising out of the Council's activities are recorded, reported and investigated.
- Regular inspections of equipment are carried out and necessary records kept.
- For DSE users, there will be regular assessment of workstations in line with the HSE guide on 'Working with Display Screen Equipment (DSE).'

The Clerk will:

- Keep themselves informed of relevant Health and Safety Policy legislation and inform the Council accordingly.
- Ensure sufficient information, instruction, training and supervision to enable all employees to identify and avoid hazards.
- Ensure that regular risk assessments are carried out where required.
- Maintain a record of risk assessments.
- Make effective arrangements to ensure that contractors or voluntary helpers working for the Council comply with all reasonable health and safety at work requirements.
- Maintain a central record of notified accidents.
- Ensure that the workplace and equipment is subjected to regular health and safety checks.
- 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. This includes ensuring an Accident Book is in place and that any accidents are recorded in the Parish Council accident book as soon after the event as possible.
- Any health and safety issues that cannot be addressed adequately should be referred to the Chair of the Parish Council or if he/she is unavailable to the Vice Chair.
- Keep themselves informed of relevant guidance and regulations on volunteers carrying out work in the parish.

All Employees and Voluntary Workers including Councillors:

- Employees and voluntary workers have a responsibility to conform to the Parish Council policy and with the Health & Safety at Work etc. Act (1974) and associated legislation.
- Employees and voluntary workers have a statutory duty to take reasonable care of the safety and health of themselves and others who may be affected by their acts or omissions and to cooperate with the company to enable it to fulfil statutory obligations. They should also ensure that they are physically fit and technically competent for the work requested of them.
- Employees and voluntary workers have responsibility for properly using any safety devices involved in their work. They must not recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Employees and voluntary workers will co-operate with the management in investigating all accidents and near misses.
- Employees and voluntary workers must request assistance or advice about any area of work that they are not familiar with.

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All Contractors must comply with the following:

- be responsible for conducting themselves safely at all times and in complying with the Parish Council's Health & Safety Policy.
- Any work carried out must be fully in compliance with statutory legislation and Codes of Practice to ensure the health and safety of their own employees and others on and off site.
- All tools and equipment that they bring onto site must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary certificates must be available for checking.
- Any injury sustained whilst on site must be reported to the Parish Clerk immediately.
- All electrical equipment must have a valid Portable Appliance Test certificate.
- Contractors must provide written risk assessments and method statements where necessary, before commencing work for or on behalf of the Parish Council.

### Members of the Public:

Lawford Parish Council owes a duty of care to visitors to the Parish Council's controlled areas of the village. Parish Councillors will ensure so far as is reasonably practicable that safe access and egress is available and that areas are maintained in a safe condition.

### Enforcement agency:

The enforcement agency for Local Authorities is the Health & Safety Executive. Any site visit carried out by Statutory Inspectors shall be co-ordinated with the full cooperation of Parish Councillors and any recommendations carried out as soon as reasonably practicable.

### Training:

Parish Councillors are responsible for ensuring that appropriate health & safety training is provided for employees and voluntary workers. The Parish Clerk is responsible for maintaining records of such training.

### Accident reporting:

The Parish Clerk must be notified immediately if an accident occurs to anyone whilst on Parish Council business. This includes Parish Councillors, employees, voluntary workers, visitors, contractors etc.

A form in the accident book must be completed and returned to the Clerk. The Parish Clerk will ensure that the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with. Where required, accidents and near misses shall be investigated by the Parish Clerk and remedial actions recommended to the Parish Council where necessary.

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Where the activity which gave rise to the accident is under the control of a nominated Parish Councillor then that person shall assume the responsibilities of the Parish Clerk in the preceding paragraph.

If equipment provided by the employer is damaged or faulty the employee is responsible for the immediate return or report of such equipment to the employer for repair or replacement. (Provision and use of Work Equipment Regulations 1998). If the equipment is lost or damaged through negligence, there is an onus on the employee to report such loss or damage immediately.

### Procurement of Materials, Equipment & Contractors:

Anyone who purchases or hires materials, equipment or contractors on behalf of the Parish Council must ensure that they have read and fully understand this health and safety policy. All suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required. This information must then be passed on to the Parish Clerk in order to be recorded.

### Violence/Personal Safety:

To avoid violence and aggression from members of the public or contractors, all staff should avoid getting into a confrontational situation. Always remain polite, but back off from situations that are potentially dangerous. Any incidents should be reported to the Parish Clerk who may call the police, if it is considered necessary.

### Inspections & Documentation Review:

An annual inspection of village assets will be carried out and the findings recorded. Any serious defects/items for attention must be actioned immediately. Activity risk assessments, the health and safety policy document and all other health and safety documentation will also be reviewed annually taking into account any changes in personnel, procedural or physical changes.

## **Policy Implementation Notice**

This is the policy statement of: **Lawford Parish Council**

The overall and final responsibility for this policy is that of: **Parish Councillors**

Approved by **Full Council** on 18 March 2024

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: **The Parish Clerk**

Policy review date: March 2025