



## **HEALTH & SAFETY AT WORK POLICY**

**Adopted:** 24<sup>th</sup> May 2022

**Review:** May 2023

## **1. GENERAL STATEMENT**

- 1.1. Datchworth Parish Council recognises its responsibilities as an employer for providing a safe and healthy environment for all its employees, contractors, voluntary helpers, general public and others who may be affected by the activities of the Council and to minimise risks to the environment. All reasonable measures will be taken to ensure that a safe working and community environment is created.
- 1.2. Datchworth Parish Council believes that Health and Safety performance is an integral part of efficient and profitable business management and is fully aware of its responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory provisions. The Council therefore intends to meet those responsibilities as far as is reasonably practicable by incorporating good health and safety management within all its operations.
- 1.3. If appropriate, the Council will seek expert technical advice on Health & Safety matters.

## **2. AIMS OF THE HEALTH & SAFETY AT WORK POLICY**

To provide as far as is reasonably practicable:

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

## **3. DUTIES AND RESPONSIBILITIES OF COUNCILLORS**

All Councillors are jointly responsible for the implementation of the Council's Health and 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:

1. a copy of this policy is circulated to all employees on appointment. Opportunity will be given to discuss this policy on an individual basis to ensure that it is fully understood and implemented;
2. the Council's activities are monitored to ensure that the objectives of the Health and Safety Policy are being complied with;
3. contracts of employment include compliance with statutory and health, safety and environmental requirements;

4. all staff and volunteers 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;
5. any accidents arising out of the Council's activities are recorded, reported and investigated;
6. regular inspections of equipment are carried out and necessary records kept.

#### **4. DUTIES & RESPONSIBILITIES OF ALL EMPLOYEES**

1. Employees have a responsibility to conform to this policy and with the Health and Safety at Work etc. Act 1974 and associated legislation.
2. Employees 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 Council to enable it to fulfil statutory obligations. They should ensure that they are physically fit and technically responsible for the work requested of them.
3. Employees have responsibility for using any safety devices involved in their work correctly. They will not recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
4. All accidents and near miss accidents shall be reported to management and recorded in the Council accident book by the Clerk as soon after the event as possible. Employees will also cooperate with the management in investigating all accidents and near misses.
5. Employees must request assistance or advice about any area of work that they are not familiar with regarding this Policy

#### **5. CONTRACTORS**

Contractors must comply with the following:

1. any contractor employed by the Council shall be responsible for conducting themselves safely at all times and in complying with the Council's Health and Safety Policy;
2. 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;
3. all tools and equipment that they bring 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;

4. all electrical equipment must have a valid Portable Appliance Test;
5. contractors must provide written risk assessments and method statements where necessary before commencing work for or on behalf of Datchworth Parish Council.

## **6. ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT HEALTH & SAFETY POLICY AT WORK**

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

1. keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly;
2. make effective arrangements to implement the Health and Safety at Work Policy;
3. ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council;
4. ensure that regular risk assessments are carried out of working practices and assets and maintain record of risk assessments;
5. make effective arrangements to ensure that contractors or voluntary helpers working for the council comply with all reasonable Health and Safety at Work requirements and all contractors will be given a copy of the Council's Health and Safety at Work Policy. Volunteers should also read the Volunteers Policy and complete a Volunteer Application Form;
6. ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public;
7. maintain a central record of notified accidents;
8. 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. All employees, contractors and voluntary helpers will:
9. cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health & Safety
10. take reasonable care of their own Health and Safety, use appropriate personal protective clothing and, where appropriate, ensure the appropriate First Aid materials are available;
11. take reasonable care for the Health and Safety of other people who may be affected by their activities;

12. not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety;
13. not misuse any plant, equipment, tools or materials so as to cause risks to Health and Safety;
14. report any accidents or hazardous incidents to the Clerk.

**Health and Safety Legislation:**

- THE HEALTH & SAFETY AT WORK ETC. ACT 1974
- THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS
- PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998
- HEALTH & SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992
- WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992
- PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992 (As amended)
- RIDDOR – REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013
- ELECTRICITY AT WORK REGULATIONS 1989
- CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (COSHH)
- HEALTH & SAFETY (FIRST AID) REGULATIONS 1981
- FIRE PRECAUTIONS ACT 1971 FIRE PRECAUTIONS (WORKPLACE) REGULATIONS 1997 (AS AMENDED)
- HEALTH & SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996
- OFFICES, SHOPS AND RAILWAY PREMISES ACT 1963

This is not a definitive list; other legislation may be relevant. Legislation will also be updated from time to time.

This policy will be reviewed every year or earlier if so required by legislation or additional material.

Date of policy: May 2022

Approving committee: Full Council

Date of committee meeting: 24<sup>th</sup> May 2022

Policy version reference: V2

Supersedes: May 2019

Policy effective from: 24<sup>th</sup> May 2022

Date for next review: May 2023