

# Saxtead Parish Council

## Health and Safety Policy

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#### INTRODUCTION

This statement is a general policy with respect to the Health and Safety at Work of its employees and has been prepared in accordance with the requirements of Sections 2 and 7 of the Health and Safety at Work Act 1974. Any employees of the Saxtead Parish Council will be made aware of the requirements of the council in respect of their H&S responsibilities and also the employees' responsibility to the council.

This is a legal requirement and Saxtead Parish Council will affirm to all employees the Council's policy in these matters.

The policy will be revised and modified from time to time, and any revision will be brought to the notice of employees.

In applying this policy, the term 'employee' should be interpreted as:

- a) Any person employed under a contract of employment (defined under the Health and Safety at Work Act 1974);
- b) Any self-employed person who is acting for the Parish Council, whether under a contract of service or not.
- c) Any voluntary worker whom the Parish Council deems to be an employee for this purpose.

Use of the term 'employee' in this policy does not imply or confer any rights or status that may be covered by any other employment legislation or regulation.

#### GENERAL STATEMENT

Saxtead Parish Council recognises and accepts its responsibility as an employer, and will take positive action to ensure the health, safety and welfare of all employees and other persons who may be affected by its operations, by providing safe working conditions and a healthy and safe working environment.

Saxtead Parish Council will provide, as far as is reasonably practical, adequate resources to meet such commitment to eliminate, or minimise health and safety risks via: -

The provision and maintenance of safe plant, equipment and systems at work;

The safe arrangements for the use, handling, storage and transport of articles of substance.

The suitable information, instruction and training to enable all employees and operatives to avoid risks to their own and the health and safety of others at work;

The competent technical advice in order to achieve safe and healthy working conditions.

A healthy working environment including the provision of protective clothing where appropriate.

## **ORGANISATION AND ARRANGEMENTS**

The Parish Council has delegated to the Clerk to the Parish Council the day-to-day responsibility for ensuring the Council's Health and Safety Policy is implemented.

The Clerk to the Parish Council is responsible for carrying out Risk Assessments, reviewing them and ensuring they remain appropriate. The Clerk will ensure that employees and operatives have copies of the risk assessments appropriate to their work.

No policy will work without the active co-operation of employees and operatives. Employees and operatives must report any dangerous situations and defects in equipment, protective clothing or in safe working methods, whether in their direct working area or not. Anyone who deliberately contravenes the Health and Safety Policy may be subjected to disciplinary procedures.

The Clerk will hold an accident book and anyone who has an accident is required to enter the details in this book. Where they are aware of an accident or injury to a member of the public during work being carried out by or for the Council, they should try to obtain the injured persons details and inform the Clerk on that day or no later than the next working day.

## **CONSULTATION**

The Clerk will consult with operatives where there are proposals to change equipment or systems of work that may affect their health and safety. The consultation will take place in good time and before the proposed changes are put into effect. These changes will be notified in writing, where necessary.

## **INSPECTIONS**

All equipment used by operatives should be inspected prior to use and any issues or unsafe equipment reported to the Clerk.

All portable electrical equipment shall be tested annually in accordance with the Electricity at Work Regulations 1989.

**RECORDS**

Records are to be retained for 5 years minimum or as stated on the Records Retention Policy.

**Reviewing the Policy**

In line with the Saxtead Parish Council Standing Orders, all Policies will be reviewed on a 12 monthly basis for applicability in line with changes in current legislation and requirements of the Council.

All policies, therefore, will be reviewed and adopted at the AM irrespective of the date on which they were initially written.

**This Policy was reviewed and adopted at a meeting held on...../...../.....**

Signed \_\_\_\_\_ Parish Clerk

Signed \_\_\_\_\_ Chair of Saxtead Parish Council