



NORTH WALTHAM PARISH COUNCIL

HEALTH & SAFETY POLICY

GENERAL STATEMENT

North Waltham Parish Council recognises its responsibilities as an employer for providing a safe and healthy environment for all its employees, councillors, 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 provide, as far as is reasonably practical, the resources necessary to fulfil this commitment.

If appropriate, the Council will seek expert technical advice on Health and Safety matters

AIMS OF THE HEALTH & SAFETY POLICY

To provide, as far as is reasonably practicable:

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

ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT HEALTH AND SAFETY POLICY AT WORK

The ultimate responsibility for Health and Safety rests with North Waltham Parish Council. Day to day responsibility for implementation is designated to the Clerk. However, all employees, councillors, contractors and volunteers have responsibility for health and safety matters during their day to day duties.

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

- Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly.
- Make effective arrangements to implement the Health and Safety at Work Policy.

- Advise the Council on the resources and arrangements necessary to fulfil the Councils responsibilities under the Health and Safety Policy.
- Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council, and as a minimum, at least annually.
- Ensure that regular risk assessments are carried out of working practices, assets and facilities with subsequent consideration and review of any necessary corrective and/or protective measures.
- Maintain records of all risk assessments.
- Ensure actions that have been approved by the Parish Council to remove or mitigate against risk are carried out.
- Make reasonable arrangements to ensure that independent contractors are competent to undertake the work and request that they have public liability insurance.
- Make reasonable arrangements to ensure that voluntary helpers working for the Council comply with all reasonable Health and Safety requirements.
- 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.

All employees, councillors, contractors and voluntary helpers will:

- Cooperate fully with the aims and requirements of the Health and Safety Policy and comply with relevant Codes of Practice or work instructions for Health and Safety.
- 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.
- 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 so as to cause risks to Health and Safety.
- Report any accidents or hazardous incidents to the Clerk.

Approved at Parish Council meeting, minute reference146/FC/07/19-20.....

Signed*Chairman*..... Date15th October 2019.....

APPENDIX 1

RISK ASSESSMENTS

The following risk assessments should be updated at least annually

- Assets and land belonging to North Waltham Parish Council
- Clerks Working Environment
- Display Screen Equipment (DSE) Workstation Checklist
- Litter Pick
- Financial

The following risk assessments are for 'one off' events and should be updated as required

- Working Party (Trees), St Michael's Green