



**Working with the community for the community**

# **HEALTH & SAFETY POLICY**

## INTRODUCTION

This document is the written Health & Safety Policy of Kempley Parish Council (the Council) regarding the activities of the Council, councillors, the Clerk, employees, contractors and the community.

A Policy is not the same as the Standing Orders adopted by the Council.

This Policy was adopted or modified by the Council:

<b>Action</b>	<b>Date</b>	<b>Comment</b>
Adopted:	05.02.2019	For review at the Annual Parish Council Meeting
Modified:	16.01.2023	Updated logo and contact details

### Changes to this Policy

We keep this Health & Safety policy under regular review and we will place any updates on our website [www.kempleyparishcouncil.org](http://www.kempleyparishcouncil.org).

### Contact Details

Please contact us if there are any questions about this policy:

Kempley Parish Clerk  
Email: [clerk@kempleyparishcouncil.org](mailto:clerk@kempleyparishcouncil.org)  
Phone: 07910 842879

# HEALTH & SAFETY POLICY

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## **1. Health & Safety Policy Statement**

The Council acknowledges it is required to comply with Health & Safety Law and Regulations, examples of which are listed in Section 4 of this Policy. Additionally, it believes that health & safety performance is an integral part of the wellbeing of its employees, contractors, volunteers, councillors and the community. It also supports the efficient and cost effective discharge of the Council's functions. Accordingly, the Council will incorporate good health and safety management into all its operations.

The objective of the Council is to minimise risks to the health, safety and welfare of its employees, contractors, voluntary workers, councillors, the general public and others affected by its activities, and to minimise risks to the environment. The Council will strive to ensure that safe working and community environments are created wherever decisions and procedures are under its control.

Parish Councillors (Councillors) and the Parish Clerk (the Clerk) have the responsibility for implementing this policy and must ensure health and safety consideration is given priority in strategies and day to day functions.

Employees, contractors and voluntary workers will be made aware of this Policy and the importance of commitment to its objectives. They will be required to cooperate with it and to strive to ensure that their own work is carried out without risk to themselves, to others, or to the environment.

The health & safety management arrangements for implementing this Policy are set out below.

## **2. Duties and Responsibilities**

### **2.1 Councillors and the Clerk**

Councillors and the Clerk are jointly responsible for the implementation of this Health & Safety Policy and for monitoring the day to day delivery of the Council's functions.

In doing so, they will ensure that:

- a copy of this policy is provided to all employees, contractors and voluntary workers on appointment, co-option, renewal or selection. Opportunity shall be given to discuss this policy on an individual basis to ensure that it is fully understood and implemented;
- the Council's functions are monitored by adequate record keeping in the form of Minutes of all meetings and written records of all contracts appointments co-option's or selections. Such Minutes and records shall describe all strategy decisions and confirmations regarding health & safety sufficient to show that the objectives of the Health & Safety Policy are being complied with;
- contracts shall include a duty to comply with statutory health, safety & environmental requirements;
- Councillors, the Clerk, employees and volunteers have adequate competence and training for carrying out their functions without risk to the health, safety and welfare of themselves, those around them, and the environment, and that they are aware of the hazards which may exist within their functions;
- Councillors, the Clerk, employees and volunteers fully understand and comply with this policy and do not undertake any function where technical knowledge or experience is necessary to prevent risk to themselves, to others, or to the

environment unless they possess such knowledge or experience, or is under supervision of a competent person having regard to the nature of the work;

- safe methods of work are adopted;
- all suppliers comply with Section 6 of the Health & Safety at Work Act (HASAWA) in supplying articles, materials and substances that are safe and without risk to health when properly used and to provide information to enable them to be properly used;
- any injury or accident arising out of the Council's functions is recorded, reported and investigated as required by Statute and in any event in order to update policies and risk assessments to avoid further injury or accident;
- regular inspections of relevant assets of the Council are carried out by competent persons and relevant written records kept;
- risk assessments of the Council's functions and assets are drawn up and regularly reviewed;
- any comments, issues, complaints, feedback or concerns regarding health and safety in general or this Policy in particular are brought to the attention of the Council either through the Council's Complaints and Comments procedure or by other written means as relevant to the circumstances, and
- Public Liability, property, contents and other relevant insurance policies are in place and have relevant levels of cover and excess.

## 2.2 Employees and Voluntary Workers

Employees and voluntary workers shall have responsibility to:

- conduct themselves safely at all times and conform to this Policy and relevant Legislation;
- request assistance or advice about any area of work that they are not familiar with;
- take care of the safety, health and welfare of themselves and others who may be affected by their acts or omissions and cooperate with the Council to enable it to fulfil statutory obligations. They should also ensure that they are physically fit and technically responsible for the work requested of them;
- properly use any tools, materials, equipment, plant, machinery and safety devices involved in their work. They will use such items only for the purposes for which they were intended, in accordance with manufacturer's instructions and relevant guidelines, and they will not interfere with, alter or misuse anything provided in the interests of health, safety and welfare;
- ensure all accidents and near miss incidents shall be reported to the Clerk, and recorded in the Council's Accident Book as soon after the event as possible, and
- cooperate with the Council in investigating all accidents and near misses.

## 2.3 Contractors

Contractors engaged by the Council shall have responsibility to:

- conduct themselves safely at all times and conform to this Policy and relevant Legislation;

- take care of the safety, health and welfare of themselves and others who may be affected by their acts or omissions and cooperate with the Council to enable it to fulfil statutory obligations;
- ensure they have adequate competence and training for carrying out their functions without risk to the health, safety and welfare of themselves, those around them, and the environment, and that they are aware of the hazards which may exist within their functions
- ensure work sequences undertaken by them are in compliance with statutory legislation and Codes of Practice;
- properly use any tools, materials, equipment, plant, machinery and safety devices involved in their work. Such items shall be in sound working order with appropriate testing and certification and they shall be used only for the purposes for which they were intended, in accordance with manufacturer's instructions and relevant guidelines;
- not interfere with, alter or misuse anything provided in the interests of health, safety and welfare;
- report any injury sustained whilst engaged on work for the Council to the Clerk without delay, and
- provide the Council with written risk assessments and method statements before commencing work for it.

#### 2.4 Visitors

The Council owes a duty of care to visitors of the Council's assets and shall ensure that relevant safe access and egress is available and that that its assets are adequately insured and maintained in a safe condition.

### 3. Arrangements

#### 3.1 Enforcement agency:

The enforcement agency for Local Authorities is the Health & Safety Executive. Any visit or inspection carried out by Statutory Inspectors shall be coordinated with the full cooperation of the Council and any recommendations given implemented as soon as reasonably practicable;

#### 3.2 Risk Assessments:

Relevant risk assessments shall be drawn up for assets controlled by the Council. Such assessments shall be in writing and monitored and reviewed appropriately;

#### 3.3 Training:

Councillors shall be responsible for ensuring that appropriate health & safety training is provided for Councillors, the Clerk, employees and volunteers. The Clerk shall be responsible for maintaining records of such training;

#### 3.4 Accident reporting and Investigation:

The Clerk is to be notified immediately if an accident occurs to anyone whilst on Council business. This includes Councillors, the Clerk, employees, volunteers, visitors and contractors. An entry in the Accident Book shall be made within 24 hours and the Clerk shall ensure that the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with. Where not investigated

and reported on by others, accidents and near misses shall be investigated by the Clerk and remedial actions recommended to the Council where appropriate.

Where the asset or activity which gave rise to the accident is under the remit of a Councillor as the Officer Responsible, that Councillor shall undertake the responsibilities of the Clerk set out in this paragraph.

### 3.5 Provision and Use of Work Equipment:

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.

### 3.6 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.

### 3.7 Violence/Personal Safety:

So as 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 Clerk who may call the police, if it is considered necessary.

### 3.8 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.

## **APPENDIX 1**

### **Legislation**

The following Health & Safety Legislation may affect the Councillors, the Clerk, employees, volunteers, visitors and contractors:

THE HEALTH & SAFETY AT WORK ETC. ACT 1974  
THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999  
PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998  
HEALTH & SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992  
HEALTH & SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996  
THE SAFETY REPRESENTATIVES AND SAFETY COMMITTEES REGULATIONS  
1977 HEALTH & SAFETY (FIRST AID) REGULATIONS 1981  
WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992  
PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992 (as amended)  
PERSONAL PROTECTIVE EQUIPMENT REGULATIONS 2002  
REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013  
(R.I.D.D.O.R)  
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH  
REGULATIONS 2002 (COSHH)  
FIRE PRECAUTIONS ACT 1971  
FIRE PRECAUTIONS (WORKPLACE)  
REGULATIONS 1997  
OFFICES, SHOPS AND RAILWAY PREMISES ACT 1963  
ELECTRICITY AT WORK REGULATIONS 1989

This is not a definitive list, other legislation may be relevant.