

# **Woodchurch Parish Council Revised Health & Safety Policy**

## **GENERAL STATEMENT**

1. Woodchurch Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
2. The Council will meet its responsibilities under the Health and Safety at Work Etc Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
3. The Council will continually review its responsibilities (see Aims below) and take action within its own limitations to ensure safe working conditions. It will also seek, as and when appropriate, expert technical advice on Health and Safety in areas that require specialist knowledge.

## **AIMS OF THE HEALTH AND SAFETY POLICY**

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment.
2. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
3. Systems of work that are safe and without risks to health.
4. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
5. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
6. Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities

## **ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY**

The Council will:

1. Be kept informed of relevant health and safety legislation.
2. Provide the resources and arrangements necessary to fulfil its responsibilities under this Health and Safety Policy which shall be reviewed at the annual Parish meeting each year
3. Make effective arrangements to implement the Health and Safety Policy.
4. Ensure that matters of health and safety are discussed at meetings of the Council (or its standing committees if required)
5. Ensure that risk assessments are carried out of working practices and facilities, with sub-sequent consideration and review of any necessary corrective/protective

measures. Maintain a file of risk assessments and assessments on the Control of Substances Hazardous to Health (COSHH).

6. Make effective arrangements to ensure employees and any contractors or voluntary helpers engaged by the Council comply with all reasonable health and safety requirements. All contractors will be given a copy of the Council's Health & Safety Policy.
7. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
8. Maintain a central record of notified accidents.
9. 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.
10. The Clerk to act as the contact and liaison point for the Health and Safety Executive.
11. Provide first aid facilities and training as required.

**All employees, contractors and voluntary helpers will:**

1. Co-operate fully with the aims and requirements of the Council's Health and Safety Policy. Comply with Codes of Practice or work instructions for health and safety.
2. Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
3. Take reasonable care for the health and safety of other people who may be affected by their activities.
4. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
5. Not misuse any plant, equipment tools or materials.
6. Report any accidents or hazardous incidents to the Clerk. This policy will be reviewed annually and as required.

**ADDITIONAL HEALTH AND SAFETY POLICY MATTERS**

In addition to the above the Parish Council will:

Act In accordance with any conditions of the Council's Insurance Policy.

Revision by Cllr Rob Woods, Lead member - Finance and Policy  
October 2023