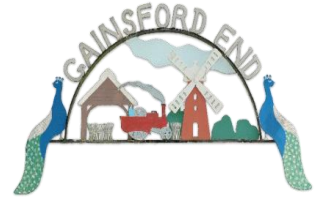




# Toppesfield Parish Council



## Health and Safety Policy

### General Statement

Toppesfield Parish Council (the Council) recognises and accepts its responsibility as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and other 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 associated legislation and regulations, with due regard to approved Codes of Practice, Guidance Notes and other relevant information issued by the Health and Safety Executive.

An up-to-date copy of this policy shall be maintained on the Council's website.

The purpose of this policy is to ensure that the Council provides, as far as is reasonably practicable:

- A safe place to work and a safe working environment.
- Sufficient information, instruction and training for employees, contractors, and voluntary helpers to carry out their work safely.
- Sufficient information and training for council members where appropriate.
- Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including risk assessments of working activities.

### Responsibilities and Arrangements

The ultimate responsibility for health and safety rests with the Councillors of the Council. Day to day responsibility for implementation is delegated to the Clerk. However, all employees, contractors and volunteers have responsibility for health and safety matters during their day-to-day duties and activities.

1. Responsibilities of the Clerk, who will:
  - Keep informed if relevant Health and Safety legislation and inform the Council accordingly on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.
  - Ensure sufficient information, instruction, training and supervision to enable all employees to identify and avoid hazards.
  - Ensure that regular risk assessments are carried out where required with subsequent consideration and review of any necessary corrective/protective measures.

- Maintain a record of risk assessments.
  - Make effective arrangements to ensure that contractors or voluntary helpers working for the Council comply with all reasonable health and safety at work requirements.
  - Maintain a central record of notified accidents.
  - Ensure that the workplace and equipment is subjected to regular health and safety checks.
  - When an accident, near miss or dangerous occurrence occurs take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
  - Any health and safety issues that cannot be addressed adequately should be referred to the Chairman of the Parish Council or if they are not available to the Vice Chairman.
  - Ensure all insurance policies are kept up to date.
2. Responsibilities of Councillors, employees, contractors and voluntary helpers, who will:
- 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 and safety.
  - Familiarise themselves and ask for advice (where considered necessary) in relation to health and safety instructions.
  - 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 hazards and defects to the Clerk immediately. If reports are made verbally, they should be followed up by a written report confirming the nature of the problem, its severity and any recommendation for action.
  - Report any accidents, near misses or dangerous occurrences to the Clerk immediately or as soon as reasonably practicable and to assist with the investigation as such.

### **Policy Review**

The Council will review this Policy as is necessary and appropriate, and at a minimum on an annual basis.