



Kettleburgh Parish Council

Health and Safety Policy

Health and Safety Policy Statement of the Parish Council ('the Council')

The Council recognises and accepts its responsibility for providing a safe and healthy environment for its members; staff; volunteers; visitors; and for anyone affected by its activities. It maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure that effective organisation and planning are established and maintained. It will also ensure that appropriate and effective audit and review mechanisms are used to inform its work. The Council undertakes to commit appropriate resources to manage health and safety.

Governing Legislation

1. Our statement of general policy, below, is based upon that required by virtue of the Health and Safety at Work etc. Act 1974. Although the Council currently has only a single employee, the principles of the Act and its underpinning Regulations as later published are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities, to:

- Provide adequate control of the health and safety risks arising from our activities;
- Consult with our staff on matters affecting their health and safety;
- Provide and maintain safe equipment;
- Provide sufficient information, instruction, and supervision of staff, volunteers and visitors as far as is reasonably practicable;
- Ensure all staff and volunteers are competent in their Council-related activities, and to provide adequate training as far as is reasonably practicable;
- Prevent accidents and activity-related ill health as far as is reasonably practicable;
- Maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides; and
- Review and revise this Policy as necessary at regular intervals, but at least annually.

The Parish Clerk

2. The Parish Clerk ('the Clerk') must ensure that he/she works in a safe working environment. This includes observing the legal recommendations for safe handling, the use of computer equipment, and workstation design. The Council will provide any reasonable resources needed to enable the Clerk to do that.

Contractors, employees and volunteer workers

3. The Council will ensure that any contractors or volunteer workers employed to carry out work on its behalf have adequate and appropriate public liability insurance.

Contractors and volunteer workers will report to the Clerk or any nominated councillor any hazard or situation encountered during their work, which may affect members of the public. Employees, contractors and volunteers must:

- 3.1 Seek advice on safety and health matters from the Clerk.
- 3.2 Make proper use of protective clothing and safety equipment provided.
- 3.3 Report immediately to the Clerk any defects in structures, equipment or safety procedures that come to their notice.

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3.4 Report promptly to the Clerk any incidents that have led, or might lead, to injury or damage and co-operate with any investigation that might be undertaken with the object of preventing accidents or re-occurrence of incidents.

4. Employees and volunteers are reminded that they have a duty of care for their own safety and that of other workers and other persons who might be affected by their activities and to co-operate with the Council so as to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of each and every individual.

Roads and footpaths

5. The Council is responsible for monitoring the safety of roads and footpaths in its area, and will promptly report any hazards that are brought to its attention to the appropriate authorities for further action.

Environment

6. The Council will ensure that, as far as possible, the parish remains a safe environment for its residents.

7. The Council will obtain specialist technical and health and safety advice for any projects or pieces of work that could affect the general public. It will ensure that any work activities carried out on its behalf do not unreasonably jeopardize the health and safety of the general public.

Risk assessment

8. The Council will carry out a risk assessment of all its activities and review this annually. It will set up and monitor policies and procedures to eliminate or reduce any threat risks that are identified.

Safety Officer

9. The Clerk, as the Council's appointed Safety Officer, will:

- 9.1. Ensure the safety policy is regularly reviewed, maintained and adhered to.
- 9.2. Ensure that regular risk assessments of working practices are carried out, with subsequent consideration and review of any necessary corrective/protective measures; and maintain a file of risk assessments.
- 9.3. Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements.
- 9.4. Maintain a record of notified accidents.
- 9.5. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and complete the necessary accident reporting procedure.
- 9.6. Act as the contact and liaison point for the Health and Safety Inspectorate and obtain specialist technical advice and assistance on matters of health and safety where necessary.

Approved by the Council on: 16th September 2021 and to be reviewed and re-affirmed annually.

Signed: 

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Adopted Date: 16th September 2021

Review Date: September 2022