

# Willoughby Parish Council

## HEALTH AND SAFETY AT WORK POLICY

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This Health and Safety at Work Policy was adopted by Willoughby Parish Council at its meeting held on 9<sup>th</sup> July 2024 and will be reviewed in 2026.

## **1. Introduction**

Willoughby Parish Council recognizes and accepts its responsibilities for providing a safe and healthy working environment for its councillors, employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.

The Council will meet its responsibilities under the Health and Safety at Work Act 1974 and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

## **2. Aims of the Health and Safety at Work Policy**

The Council will provide as far as reasonably practicable:

- a. A safe place of work and a safe working environment with adequate facilities for welfare at work.
- b. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- c. Systems of work that are safe and without risk to health.
- d. Safe arrangements for the use, handling, storage and transport of articles and substances.
- e. Access to specialist technical advice and assistance on matters of Health and Safety, when necessary.
- f. Sufficient information, instruction and training of employees, contractors and voluntary helpers to carry out their work safely.
- g. With regards to training courses, for employees of the Council or councillors, the Council shall cover the costs for such courses, as necessary.
- h. 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.
- i. Safe places of work and safe access to them.
- j. Safe public areas, where these are under Parish Council control.
- k. Information and oversight to ensure that all contractors employed by the Parish Council embrace the same standards which the council sets for itself.
- l. Cooperation with all relevant authorities.
- m. Adequate guidance for any person who may be required to use new machinery or processes.

## **3. Council Responsibilities**

**The Council will:**

- a. Assist the Clerk to carry out audits and reviews of all operations to ensure compliance with the above.
- b. Provide all employees, councillors and volunteers of the Council with, at the Council's expense, any appropriate personal protective equipment (PPE) in carrying out their duties for the Council.
- c. Replace employee/councillor/volunteer PPE, as and when necessary, at the Council's expense.
- d. Provide, at the Council's expense, appropriate firefighting and first aid facilities.
- e. Ensure, at the Council's expense, that all firefighting equipment and first aid facilities are appropriately maintained, serviced and replaced as necessary.

All statutory tests, deemed to be required by the Council, will be carried out at specified intervals and records kept.

#### **4. Responsibilities of Others**

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

- a. Take reasonable care for their own health and safety, use appropriate PPE and, where appropriate, ensure that appropriate first aid materials are available.
- b. Be responsible for ensuring their PPE is used, in date (where necessary) and in good condition. They shall inform the Chair, if they require replacement PPE.
- c. Take reasonable care for the health and safety of other people who may be affected by their activities.
- d. Not intentionally interfere with or remove guards, safety devices or other equipment provided for health and safety.
- e. Cooperate fully with the aims and requirements of this Health and Safety at Work Policy.
- f. Read and fully comply with the Council's Health and Safety Risk Assessment
- g. Not misuse any plant, equipment tools or materials so as to cause risks to health and safety
- h. Report any accidents or hazardous incidents to the Clerk and Chair.
- i. Report any 'near misses' to the Clerk and Chair.

**Any contractors, subcontractors or voluntary helpers** of the Council, carrying out work of any kind shall ensure that their undertakings meet the health and safety requirements of the Parish Council and of any current Health and Safety Laws and Regulations in all aspects.

**All contractors and subcontractors:**

- a. Shall ensure they use, wear and maintain appropriate PPE in carrying out their duties for the council. This shall be at the contractor/subcontractors expense.
- b. Should carry a form of personal identification whilst undertaking their duties for the council.

**Employees** shall ensure that:

- a. They take regular rest and comfort breaks in their duties, complying with any statutory laws regarding such breaks.
- b. They take full opportunity of holiday entitlement away from their work as laid down by statutory law in cooperation with the Council.
- c. The Chair and/or Clerk is made aware of their holiday dates.

**The Clerk** has the responsibility for determining the Council's Health, Safety and Welfare policies and procedures. They will:

- a. Ensure they comply with all current legislation.
- b. Seek assistance from the Chair, other members of the Council and from external specialists and sources, as required.
- c. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities with regard to health and safety.
- d. Make effective arrangements to implement the Health and Safety at Work Policy.

- e. Ask Council members to ensure that matters of health and safety are regularly discussed at meetings of the Parish Council, when relevant and required.
- f. Work with Council members to ensure that regular risk assessments of working practices are carried out, with subsequent consideration and review of any necessary corrective/protective measures.
- g. Ensure that all Contractors have relevant Employers Liability and Public Liability Insurance in place prior to starting work
- h. Keep on file (electronic, if possible) any current copies of contractor's insurance and RAMS. (RAMS is a written method statement and risk assessment and can be done by the contractor prior to starting work or 'on-the job' on the day they commence work).
- i. Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety at work requirements.
- j. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- k. Give all contractors a copy of the Council's Health and Safety at Work Policy.
- l. Maintain a Health and Safety Accident Book (may be an electronic file) of any notified Accidents, Incidents and Near Misses.
  - If an accident or hazardous incident occurs, the Clerk will take immediate action to prevent a recurrence of further accident and provide full details in the 'Accident Book'
  - If a 'near miss' occurs, the Clerk (with assistance from Council members, if necessary) will investigate the matter as soon as practically possible, they will then take any appropriate steps to reduce the risk of it occurring again. Full details will be recorded in the Accident Book.
- m. Provide a report to the Council at the next meeting of the Council following any accident, incident, and near miss, detailing the facts of the matter which has occurred, and any subsequent steps taken to ensure the matter does not occur again or has reduced the risk as far as practically possible.
- n. Carry out a vigorous vetting of all who tender for the work on behalf of the Council to ensure that they have a similar regard for Health, Safety and Welfare as the Council.
- o. Ensure that risk assessment(s) for all work activities are in place.
- p. Ensure that the work methods listed in risk assessments are designed to reduce the risks associated with the activities.
- q. Ensure that all information, instructions and training will be made available for all employees, volunteers and councillors regarding any machinery and process used by them on behalf of the Council.
- r. Ensure that regular reviews and audits of health and safety documentation, policies, rules and procedures take place, as and when necessary. This shall also apply to health and safety documentation, policies, rules and procedures of all contractors and subcontractors.
- s. Shall act as the contact and liaison point for the Health and Safety Inspectorate.

#### **In addition**

No one shall work for the council under the influence of alcohol or drugs.

Smoking shall only be undertaken by individuals outside, during their breaks and in a designated area away from their working area. This shall also be away from the breathing space of anyone who does not wish to inhale passive smoke.