



Tidbury Green Parish Council

Health & Safety Policy

Tidbury Green Parish Council recognises that it has statutory obligations under the Health and Safety Acts to provide and maintain safe and healthy working conditions, equipment and systems of work.

Purpose

This policy sets out the general principles and approach that the council will follow in respect of health and safety legislation for premises and activities for which the council is responsible.

It is the responsibility of all councillors' and employees of the council to be aware of the following policy statements on health and safety and of the organisational arrangements made to implement these policies.

Tidbury Green Parish Council's Safety Policy Statement

- Tidbury Green Parish Council, in accordance with the requirements of The Health and Safety at Work Act (1974), and The Management of Health and Safety at Work Regulations (1998), accepts its duty to provide and maintain safe and healthy working conditions for all its employees and members. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.
- Tidbury Green Parish Council will take all reasonable steps to ensure that it complies with the law on health, safety and welfare and any relevant Regulations, Approved Codes of Practice and Guidance.
- It will provide the resources required to fulfil its commitments and ensure the safety of its employees and others affected by its work.
- The Parish 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.

Responsibilities/ The Process

Tidbury Green Parish Council will take all reasonable steps to ensure:

1. A safe place of work and a safe working environment.
2. That its work is carried out in ways so that members of the public are not put at risk.
3. Arrangements for considering, reporting and reviewing matters of Health and Safety at work.
4. Systems of work that are safe and without risks to health.
5. Ensuring safe equipment and supplies are provided to the Clerk, contractors and volunteers.
6. Maintenance of an effective programme to ensure that all workplace hazards are systematically identified and appropriate measures introduced to control these hazards. Risk Assessments to be undertaken on an annual basis.
7. Specialist technical advice and assistance on matters of Health and Safety when necessary.
8. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
9. 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.
10. That this policy is brought to the attention of all employees, Councillors contractors, volunteers and is available on the Parish Council website for members of the public.
11. That when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.
12. That they contribute to Safe Village Hall facilities for the use of the residents of Tidbury Green and the wider public, by ensuring that the Village Hall is maintained and managed in a safe manor, and regular risk assessments of working activities, equipment, fire procedures and safety procedures are completed and any issues of concern are raised to the full Parish Council.

Employees, Councillors, contractors and volunteers

All councillors, employees/contractors and volunteers have a duty to take reasonable care for their own health and safety and that of any persons who may be affected by their acts or omissions. They must:-

- Co-operate with Tidbury Green Parish Council to achieve a healthy and safe workplace.
- Report any health and safety problems that arise which they are unable to resolve themselves.
- Carry out their duties in a way that does not adversely affect their own health and safety and that of others and to ensure that personal protective equipment is used at all times.
- Not to misuse any equipment provided in the interests of health and safety and their welfare.
- Undertake any training and or instructions in health and safety related subjects to ensure that they are competent to carry out their health and safety responsibilities.

The Clerk

Day to day matters of health and safety are dealt with by the clerk acting on behalf of the council. The Clerk will:-

- Complete the necessary accident reporting procedure.
- Maintain a central record of notified accidents.
- When an accident or hazardous incident occurs, bring this to the immediate attention of the Parish Council and advise any relevant Parish Council action to prevent a recurrence
- Keep all risk assessments and training records so that they are available for inspection

Any accidents, injuries or dangerous occurrences must be recorded in the accident book and where necessary the clerk will report these to the HSE by telephoning 0845-300-99-23. The notifiable types of incident are:

- A fatality
- A specified major injury (fracture of skull, spine or pelvis; fracture or amputation of limb(s); loss of sight or penetrating injury to an eye; severe electric shock or any other injury which results in hospitalisation for more than 24 hours)
- An injury which results in incapacity to work for more than three days.

All such accidents should be brought to the attention of the Council. On the event of a serious injury or dangerous occurrence the chairman or in their absence the vice chairman should be informed immediately.

Policy Review

This Policy will be reviewed and updated following any major changes in procedures, personnel or annually whichever occurs first.

Date of Policy: 22 January 2020

Date of Re-approval of Policy: 17 February 2023

Date to be reviewed: February 2024

Chairman Parish Clerk.....