



HEALTH & SAFETY POLICY

Purpose

This policy sets out Herriard Parish Council's (HPC) general approach to health and safety. It explains how we will manage health and safety in all our activities, setting out our overall aim and the arrangements and responsibilities for Health and Safety within HPC.

Policy Statement

Herriard Parish Council's health and safety objective is to achieve an accident-free environment for the conduct of its activities and for all visitors to its amenities and locations that are open to the general public.

We are committed to;

- Assessing, understanding and managing our HSE risks and impacts.
- Enabling the creation of a positive culture, holding each other accountable, thereby helping us to achieve our health and safety objective and the wider aims of the Council.
- Proactively supporting people's mental and physical wellbeing, health and safety.
- Empowering and encouraging safe work, through effective consultation, to prevent injuries and ill-health.
- Intervening if we believe that the work environment or task is unsafe or may cause environmental damage, or if we see an unsafe act.
- Learning from our successes and incidents, and freely sharing lessons learnt.
- Working with stakeholders, suppliers and contractors in the pursuit of good practice in HSE.
- Ethically conducting our business and complying with all regulatory and other applicable requirements.
- Seeking ways to protect the environment, including the prevention of pollution, efficient use of resources and the reduction of waste and carbon emissions.

Scope

All councillors and staff contracted by HPC are required to comply with this policy.

Associated personnel whilst engaged with work or activities related to HPC, including but not limited to the following: contractors, volunteers and consultants.

General Statement

Herriard Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, volunteers 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 etc Act 1974 (HASAWA), 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.

The Council will provide, as far as is reasonably practicable;

- A safe place of work and a safe working environment.
- Arrangements for considering, reporting and reviewing matters of health and safety at work, including regular risk assessments of working activities.
- Systems of work that are safe and without risks to health.
- Arrangements for obtaining specialist technical advice and assistance on matters of health & safety when necessary.
- Sufficient information, instruction and training where appropriate for employees, contractors and voluntary helpers to carry out their work safely.
- 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

The Clerk will be the Herriard Parish Council's Safety Officer. They will;

- Keep themselves informed of relevant Health and Safety legislation.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
- Make effective arrangements to implement the Health & Safety Policy.
- Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable HASAWA requirements. All contractors will be given a copy of the HPC Health & Safety Policy.
- Consider requesting contractors to supply a written method statement prior to starting major works.
- Maintain a file of risk assessments and method statements.
- Ensure that work activities by the Council do not unreasonably jeopardise the health & safety of members of the public
- Maintain a central record of notified accidents.

- If an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health & Safety Inspectorate.

In addition, all Herriard Parish Councillors will;

- Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable HASAWA requirements. All contractors will be given a copy of the HPC Health & Safety Policy.
- Consider requesting contractors to supply a written method statement prior to starting major works.
- Ensure that work activities by the Council do not unreasonably jeopardise the health & safety of members of the public.
- Ensure that matters of health & safety are discussed at meetings of the Parish Council.

All Parish Councillors, employees, contractors and volunteers will;

- Cooperate fully with the aims and requirements of the Health & Safety Policy.
- Comply with any work instructions for health & safety.
- Take reasonable care for their own health & safety, use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.
- Take reasonable care for the health & 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 & safety.
- Not misuse any plant, equipment, tools or materials so as to cause risks to health & safety.
- If an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident.
- Report any accidents or hazardous incidents to the Clerk.

Signed Chair:.....

Date:.....

Signed Parish Clerk:.....

Date:.....

Adopted: March 2022

Review: March 2024