



HEALTH AND SAFETY POLICY

Adopted by the Council at its meeting held on 18 July 2019 [Min ref: 044/20C]

1. Introduction

- 1.1 The Parish Council of Newlands recognises its responsibilities as an employer for providing a safe and healthy environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
- 1.2 The Council will make every effort to meet its responsibilities under the Health and Safety at Work etc. Act 1974 and will have regard to health and safety legislation, approved Codes of Practice, Guidance Notes and other relevant information issued by the Health and Safety Executive.
- 1.3 An up-to-date copy of this Policy shall be published on the Council's website.

2. Policy statement

The policy of the Council is to:

- 2.1 maintain a safe place to work and a safe working environment;
- 2.2 prevent accidents and cases of work-related ill health;
- 2.3 manage health and safety risks in the workplace;
- 2.4 give appropriate information, instruction and training for its employees, contractors and volunteers in order to carry out their work safely;
- 2.5 have due regard to the health, safety and welfare for its employees, contractors, volunteers and members of public who may be affected by the activities of the Council; and
- 2.6 review and revise this policy regularly.

3. Responsibilities

- 3.1 The overall and final responsibility for health and safety rests with the Council.
- 3.2 Day-to-day responsibility for implementation of this policy is delegated to the clerk/Health and Safety Officer.
- 3.3 All employees have responsibility for health and safety matters during their day to day duties and shall report all health and safety concerns to the Clerk/Health and Safety Officer.

3.4 The clerk

The Clerk shall:

- 3.4.1 Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly;
- 3.4.2 Ensure sufficient information, instruction, training and supervision to enable all employees to identify and avoid hazards;
- 3.4.3 Ensure that regular risk assessments are carried out where required;
- 3.4.4 Maintain a record of risk assessments;
- 3.4.5 Make effective arrangements to ensure that contractors or voluntary helpers working for the Council comply with all reasonable health and safety at work requirements;
- 3.4.6 Maintain a central record of notified accidents, all accidents should be recorded in an accident book, and a full investigation into what happened and the best to stop this happening again;
- 3.4.7 Ensure that the workplace and equipment is subjected to regular health and safety checks;
- 3.4.8 When an accident or hazard incident occurs take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure; and
- 3.4.9 Any health and safety issues that cannot be addressed adequately should be referred to the Chairman of the Council or if unavailable to the Vice-Chairman.

3.5 Employees, contractors and volunteers

Employees, contractors and volunteers shall:

- 3.5.1 Cooperate fully with the aims and requirements of the Health and safety Policy and comply with Codes of Practice or work instructions for health and safety;
- 3.5.2 Familiarise themselves and ask for advice (where considered necessary) in relation to health and safety instructions;
- 3.5.3 Take reasonable care of their own health and safety, use appropriate personal protective clothing and where appropriate, ensure the appropriate First Aid materials are available;
- 3.5.4 Take reasonable care for the health and safety of other people who may be affected by their activities;
- 3.5.5 Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety;

- 3.5.6 Not misuse any plant, equipment, tools or materials as as to cause risks to health and safety to yourself or others;
- 3.5.7 Report hazards and defects t 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; and
- 3.5.8 Report any accidents or hazardous incidents to the Clerk immediately or as soon as is reasonably practicable and t assist with the investigation of such.
- 3.5.9 All employees shall wear protective clothing where applicable, High-viz jackets/vests should be worn at all times, along with safety boots and gloves. Goggles, hard hats, ear defenders should be worn as and when necessary.