



HACKLETON PARISH COUNCIL

HEALTH & SAFETY POLICY

1. GENERAL STATEMENT OF POLICY

1.1. The Council's policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees and members, and to provide such information, instruction, training and supervision as they need for this purpose.

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

2. RESPONSIBILITIES

2.1. Hackleton 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. It also accepts its duty of care to others persons such as volunteers and contractors who work on behalf of the Council. The Parish Council will take reasonable steps to ensure compliance with health and safety laws, regulations, codes of practice and guidance.

2.2 The Council will take reasonable steps to ensure that:

Its work, in all forms, is done in ways so that members of the public are not put at risk.

Information, instruction, training, and equipment necessary to achieve a safe working environment are provided.

Arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.

When necessary, there will be consultation with employees on health, safety and welfare at work to ensure continuing improvement.

3. HEALTH AND SAFETY POLICY

3.1 All employees will be issued with a copy of this document.

3.2 No employee must undertake any task without the approval of the Parish Council and a risk assessment must be carried out prior to commencing the task.

4. INFORMATION, INSTRUCTION AND SUPERVISION

4.1 Health and Safety advice is available from the Clerk.

4.2 The Parish Council is responsible to ensure that all employees are given relevant health and safety information.

5. TRAINING

- 5.1 The Parish Council has overall responsibility for training.
- 5.2 Employees will be provided with specialist training relating to their duties.
- 5.3 Training records are kept by the Clerk in staff records.
- 5.4 Training will be identified and monitored by the Parish Council.

6. MONITORING

- 6.1 All health & safety issues must be reported to full Council
- 6.2 An Accident Record Book is kept in the Clerk's office.
- 6.3 The Clerk is responsible for investigating any accidents and reporting them to the Parish Council.
- 6.4 The Clerk is responsible for investigating work-related causes of sickness absences and reporting them to the Parish Council.
- 6.5 The Parish Council is responsible for acting on investigation findings to prevent a recurrence and reviewing the relevant risk assessment(s).
- 6.6 Actions required to remove or control risks will be approved by the Parish Council.
- 6.7 Risk assessments will be reviewed annually, or when the work activity changes, or following an accident, whichever is soonest.

7. PERSONAL SAFETY

The Clerk / members should make arrangements to meet contractors or members of the public, at a suitable venue open to the public. If the meeting is arranged outside, in the village, the Clerk may wish to ask for a Councillor to be present.

The Clerk must not make arrangements to meet contractors, residents, or representatives from local authorities etc. at their home.

The Council has a lone working policy which is circulated to all members of staff and Councillors.

All employees should not interfere with anything provided to safeguard their health and safety.

8. NOTES FOR CONTRACTORS

For Hackleton Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements: -

- 1. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work etc. Act 1974, and all relevant statutory provisions.
- 2. As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.

3. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
4. The Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
6. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees. A copy of your liability insurances and risk assessments will be required by the Council and must be forwarded to the Clerk of the Council prior to works commencing.
7. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.