

Desford Parish Council

Health & Safety Policy

1. Introduction

- a. Desford Parish Council recognises its responsibilities as an employer for providing a safe and healthy environment for all its councillors, employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
- b. The Council will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974 and any subsequent legislation 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.
- c. An up-to-date copy of this policy shall be maintained on the Council website and displayed in the Council offices.

2. Purpose

- a. The purpose of this policy is to ensure that Desford Parish Council provides, as far as is reasonably practicable:
 - i. A safe place of work and a safe working environment.
 - ii. Sufficient information, instruction and training for councillors, employees, contractors and voluntary helpers to carry out their work safely.
 - iii. Care and attention to health, safety and welfare of councillors, employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

3. Responsibilities

- a. The ultimate responsibility for health and safety rests with the councillors of Desford Parish Council. Day to day responsibility for implementation is delegated to the Clerk. However, all employees have responsibility for health and safety matters during their day to day duties.
- b. Responsibilities of the Council
The councillors will:
 - i. Ensure that the Clerk has all necessary training, support and guidance to be able to discharge their responsibilities.
- c. Responsibilities of the Clerk
The Clerk will:
 - i. Keep informed of relevant Health & Safety Policy Legislation and inform councillors accordingly.
 - ii. Ensure sufficient information, instruction, training and supervision is provided to enable all employees to identify and avoid hazards and to use First Aid items.
 - iii. Ensure that regular risk assessments are carried out, as agreed with councillors and maintain a record of the risk assessments.

- iv. Make arrangements to ensure that contractors and voluntary workers working for the Council comply with all reasonable health and safety at work requirements.
 - v. Maintain a central record of all notified accidents.
 - vi. Ensure that the workplace and equipment is subject to regular health and safety checks.
 - vii. When an accident or hazardous incident occurs take immediate action to prevent a recurrence or further accident and comply with any accident reporting procedure.
 - viii. Ensure that all employees using Display Screen Equipment (DSE) for continuous periods of an hour or more do a DSE workstation assessment annually.
 - ix. Maintain a First Aid box.
 - x. Escalate any health and safety issues that cannot be addressed adequately to the Chair of the Council or if he/she is unavailable to the Vice Chair.
 - xi. Ensure that all staff are aware of evacuation procedure in case of fire.
- d. Responsibilities of councillors, employees, contractors and voluntary helpers
- Councillors, employees, contractors and voluntary helpers will:
- i. Cooperate fully with the aims and requirements of the Health and Safety Policy and comply with Codes of Practice or work instruction for health and safety.
 - ii. Familiarise themselves and ask for advice, where necessary, in relation to health and safety instructions.
 - iii. 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.
 - iv. Take reasonable care for the health and safety of other people who may be affected by their activities.
 - v. Not intentionally interfere with or remove safety devices or other equipment provided for health and safety.
 - vi. Not misuse any plant, equipment, tools or materials.#
 - vii. Report any hazards and defects to 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 recommendations for action.
 - viii. Report any accidents or hazardous incidents to the Clerk immediately or as soon as is reasonably practicable and to assist with the investigation of such.

4. Policy Review

The Council will review this policy as necessary and, at a minimum, on an annual basis.

Reviewed and re-adopted by Parish Council on 20th November 2024.