



## Health & Safety Policy

### GENERAL STATEMENT

1. Shorne Parish Council recognises and accepts its responsibilities as an employer and as a local authority for providing a safe and healthy working environment for its members, employees, contractors, volunteers, and others who may be affected by the activities of the Council.
2. The Council will meet its responsibilities under the Health and Safety at Work Etc Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
3. The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Council in fulfilling its responsibilities for ensuring safe working conditions.
4. A copy of this Health & Safety Policy will be provided to the Clerk, all elected and co-opted members, and any other employees or officers, on their appointment.

### AIMS OF THE HEALTH AND SAFETY POLICY

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment.
2. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including carrying out risk assessments for work activities.
3. Systems of work that are safe and without risks to health.
4. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
5. Sufficient information, instruction and training for members, employees, contractors and volunteers to carry out their work safely.
6. Care and attention to the health, safety and welfare of members, employees, contractors, volunteers and members of the public who may be affected by the council's activities.

### ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY

#### Premises:

1. The Council does not own or manage its own offices. Meetings shall generally be held in Shorne Village Hall.
2. The Council shall satisfy itself that the Conference Room and other facilities used by the Council are fit for purpose, and do not present a risk to the health and safety of members, officers, or members of the public attending Council meetings.

3. Any defects or hazards identified shall be notified to the Village Hall Management Committee as soon as possible.
4. The Clerk shall normally work from home. The Council has produced a "Working from Home" document which includes a risk assessment and sets out the Clerk's Health & Safety responsibilities in ensuring that their home working environment is fit for purpose and free from hazards as far as is reasonably practicable.

**Council Responsibilities:**

The Council will:

1. Keep informed of relevant health and safety legislation.
2. Provide the resources and arrangements necessary to fulfil the its responsibilities under the Health and Safety Policy.
3. Make effective arrangements to implement the Health and Safety Policy.
4. Ensure that matters affecting health and safety are discussed at meetings of the Parish Council when they arise.
5. Ensure that risk assessments are carried out for working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments carried out.
6. Make effective arrangements to ensure that contractors, members, or volunteers carrying out work on behalf of the Council comply with all reasonable health and safety requirements.
7. Ensure that contractors are directed to the Council's Health & Safety Policy on the Council's website and will be required to carry out risk assessments for the specified scope of work to be undertaken.
8. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
9. Maintain an accident book to record any notified accidents.
10. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
11. Act as the contact and liaison point for the Health and Safety Executive.

**All members, employees, contractors and volunteers will:**

1. Co-operate fully with the aims and requirements of the Council's Service Agreement for Contractors and Health and Safety Policy. Comply with Codes of Practice or work instructions for health and safety.
2. Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
3. Take reasonable care for the health and safety of other people who may be affected by their activities.

4. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
5. Not misuse any plant, equipment tools or materials.
6. Report any accidents or hazardous incidents to the Clerk. This policy will be reviewed annually and as required.

#### **ADDITIONAL HEALTH AND SAFETY POLICY MATTERS**

In addition to the above the Parish Council will undertake:

- Periodic inspections of the Play area, noting any items that are deemed hazardous. These will be reported to the Clerk who will inform all Councillors so that immediate remedial work or repair may be organised. The Play area checks will be discussed as an item on the agenda and the risk assessment updated as necessary.
- To engage a qualified arboriculturalist to carry out periodic tree surveys on Parish Council-owned land, where there is a risk of trees or branches affecting highways, footpaths, or areas frequented by members of the public.

Approved 11.04.24