

**Coffinswell Parish Council**

**Health and Safety Policy**

This policy was adopted by the Council at its Meeting held on 16 May 2019.

The next date for review is 1<sup>st</sup> June 2022.

The purpose of this policy is to set out the following:

- Coffinswell 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 also recognises that, as a public body, its responsibilities extend to the health and safety of members of the public who attend meetings or make use of its services such as play areas for leisure purposes.
- The Council will meet its responsibilities under the Health & Safety at Work Act 1974, 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.

**Aims**

The policy's aim is to provide as far as is reasonably practicable:

- A safe place of work and a safe working environment.
- Safe facilities for the use of the residents of Coffinswell and Dacombe and the wider public.
- Arrangements for considering, reporting and reviewing matters of Health & Safety at work, including regular risk assessments of working activities.
- Systems of work that are safe and with minimal risks to health.
- Specialist technical advice and assistance on matters of Health & Safety when necessary.
- Sufficient information, instruction and training for employees, contractors and volunteers to carry out their work safely.
- Care and attention to the health, safety and welfare of employees, councillors, contractors, volunteers and members of the public who may be affected by the council's activities.

**Responsibilities**

**As the Employer, Coffinswell Parish Council will:**

- Have overall responsibility for health and safety.
- Be responsible for this policy and regularly review it.
- Ensure safe equipment and supplies are provided to employees, contractors and volunteers.

**As the Health & Safety Officer, the Clerk will:**

- Have day-to-day responsibility for implementation of the Health & Safety Policy.
- Keep 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 & Safety Policy.
- Make effective arrangements to implement the Health & Safety Policy.
- Ensure actions that have been approved by the Council to remove, or to mitigate against, risk are carried out.

- Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council.
- Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures. All risk assessments to be retained on file.
- Make effective arrangements to ensure those contractors or volunteers working for the Council comply with all reasonable health and safety requirements. All contractors will be required to supply and produce safe methods of working statements and evidence of health and safety arrangements relevant to the specified scope of work relating to work undertaken on Council property or the environment in which they will be working and will be given a copy of the Council's Health & Safety Policy.
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified accidents.
- 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.
- Act as the contact and liaison point.

**Employees, councillors, contractors and volunteers will:**

- Cooperate fully with the aims and requirements of the Council's and Health & Safety Policy and their own health and safety arrangements and safe working procedures relevant to the work being undertaken.
- Comply with Codes of Practice or work instructions for health and safety.
- Take reasonable care for their own health and safety, use appropriate protective clothing where necessary and, where appropriate, ensure that first aid materials are available.
- Take reasonable care for the health and 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 and safety.
- Not misuse any plant, equipment, tools or materials.
- Report any accidents or hazardous incidents to the Clerk.

**Arrangements**

The Council will issue detailed guidance and instruction and give training and supervision as necessary. It will assess the risks arising from its activities and take appropriate action.

Detailed policies, procedures, systems and practices in respect to health and safety will be drawn up as necessary for specific aspects of the Council's activities to ensure compliance with the relevant legislation and guidelines.

The Clerk will from time to time carry out checks to ensure working conditions are safe. Workplaces and equipment will also be subject to regular checks in respect of health and safety.

Hazards and defects should be reported to the Clerk immediately. If reports are made verbally in the first instance, they should be followed up by a written report confirming the nature of the problem, its severity and any recommendation for action.

The Council will engage the services of specialists as necessary to advise or carry out tasks which it is unable to do itself.

The Council will make such reasonable resources available as are required to ensure health and safety at work.

Good communication is vital to the success of health and safety arrangements and will be inherent in the activities of the Council and its employees.

Prepared by Rachel Avery – Clerk and Responsible Financial Officer

Reviewed by Cllr A Parkes June 2021