

HEALTH and SAFETY

POLICY

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| AGREED: |  |
| REVIEW by: | Dec 2025 |

**SAFETY POLICY STATEMENT**

It is the responsibility of all Parish Councillors and employees of the Council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these.

Cornforth 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 other persons such as volunteers and contractors who work on behalf of the Council.

The Parish Council will take all reasonable steps to ensure that it complies with the law on health, safety and welfare and any relevant Regulations, approved Codes of Practice and Guidance. It will provide the resources to ensure the safety of its employees and others affected by its work.

The Parish Council will take all reasonable steps to ensure: -

1. That information, instruction, training, supervision, equipment and facilities necessary to achieve safe working are provided.
2. That its work, in all its forms, is done in ways that people who are not employees are not put at risk.
3. Those arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
4. That this policy is brought to the attention of all employees and councillors and reviewed from time to time.
5. That, when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.

The Clerk is responsible for managing safety, based on the Council’s safety policy.

The Clerk keeps copies of relevant health and safety documents.

All Councillors, Employees and volunteers have a duty to work safely and NOT put others at risk.

Day to day matters of Health and Safety are dealt with by the Clerk acting on behalf of the Council.

**AIMS OF THE HEALTH and SAFETY at WORK POLICY**

To provide as far as is reasonably practicable:

* A safe working environment.
* Arrangements for considering, reporting and reviewing matters of health & safety, including risk assessments of working activities.
* Systems of work that are safe and without risks to health.
* Obtaining specialist technical advice and assistance on matters of health & safety when necessary.
* Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
* Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council’s activities

**ARRANGEMENTS and RESPONSIBILITIES for CARRYING OUT the HEALTH and SAFETY at WORK POLICY**

It is recognised that the Clerk’s main place of work is his/her home address and that a small number of hours are worked at Cornforth House, High Street, Cornforth.

It is expected that reasonable arrangements are made for the safe working within the areas used in Cornforth House, by Council employees and Councillors, by the owners of the premises ‘The Cornforth Partnership’.

The Clerk is expected to comply with safe practices and to report arrangements as required.

In addition, as the Council’s Health and Safety Officer, the Clerk will:

1. Keep up to date on relevant Health and Safety legislation.
2. Advise the Council as to the resources and arrangements necessary to fulfil the Council’s Health and Safety responsibilities.
3. Make arrangements to implement the Health and Safety at Work Policy including training and supervision.
4. Ensure that matters of Health & Safety are brought to the attention of the Council as appropriate.
5. Ensure that, if required, regular risk assessments are carried out of working practices and work environments.
6. Maintain a record of Health and Safety risk assessments.
7. Ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health & Safety at work requirements.
8. Point out to employees, contractors etc that they have a responsibility for their own safety and that of others.
9. Ensure that employees (and others) acknowledge and are enabled to act in line with their responsibilities to protect their Health and Safety and that of others.
10. Ensure that any work activities undertaken by the Council do not jeopardise the health & safety of members of the public.
11. Maintain a central record of notified accidents, injuries and damage.
12. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence and complete the necessary accident reporting procedure. Where appropriate the matter should be brought the attention of the Council or reported to the Health & Safety Executive via RIDDOR
13. Act as the contact and liaison point for the Health & Safety Inspectorate

**ALL EMPLOYEES, CONTRACTORS and VOLUNTEERS will**

1. Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions on health and safety.
2. Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that 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 so as to cause risks to health and safety.
6. Bring to the attention of the council any accidents or hazardous incidents.

**CONTRACTORS AND VOLUNTEERS**

All contractors or voluntary helpers working for the Council should comply with all reasonable Health and Safety at Work requirements.

All contractors will be given a copy of the Council’s Health and Safety at Work Policy.

Where necessary, contractors will be requested to supply a written method statement prior to starting major works.

Where contractors and sub-contractors are engaged by the Council, they must maintain effective control of themselves and those working under them so as to ensure that they comply with the responsibilities and duties set out in the Health & Safety at Work Act 1974 and any subsequent legislation.

The Parish Council shall ensure that those not in the employment of the Council, including the general public, are not exposed to risk to their safety or health when on the Council’s premises.

Where necessary, contractors will be requested to supply copies of insurance certificates in respect of Employer’s Liability and Third-Party risks.

Appropriate local rules and guidelines for their operation are to be established whilst on sites or working in areas to which the public have access.

Contractors to be monitored as appropriate in respect of their activities to ensure that they are not creating any risks or hazards to themselves or to Council employees, visitors or property.

**LONE WORKING**

The Council recognises the risks posed to its employees who are required to work alone and will take all necessary precautions to minimise those risks.

Staff working alone have the responsibility to take reasonable care of themselves and other people affected by their work.

Staff working alone should ensure that each situation is assessed prior to undertaking the activity and take extra care at all times and do not put themselves in a position of risk.

The Council will provide staff with a ready and immediate contact in the event of an emergency. This will be the chairman and/or vice chairman.

Hazardous equipment should not be used if alone.

Risk assessment should be prepared for any unusual or potentially dangerous site visit, if this is the only option available.

**ELECTRICAL and MECHANICAL EQUIPMENT**

All electrical and mechanical equipment should be inspected in accordance with the latest regulations.

Mains should not be overloaded.

Only equipment provided by the Council should be used and switched off when not in use.

Manually and electrically operated equipment must not be used by unauthorised or untrained personnel.

Defective equipment should not be used. Staff should not attempt to repair equipment unless competent to do so.