

COPYTHORNE PARISH COUNCIL MEETING - TUESDAY JUNE 8th 2021

ITEM NO: 13 – Adoption of a Health and Safety Policy

This report sets out the need for the Parish Council to adopt a Health and Safety Policy

Information

As part of its review of Council policies, the Personnel & Governance Advisory Committee (“P&G AC”) identified that, at present, the Parish Council does not have a Health and Safety Policy.

On behalf of the Parish Council, the P&G AC within it’s Terms of Reference is tasked with the following responsibilities:-

Responsible for – Governance:-

1. Identifying policies where the Council is mandated to take action or may take action on the basis of best practice.
2. Define and develop policies in areas required by the Council.
3. Recommend policies to the Council for adoption

At the April 22nd 2021 meeting of the P&G AC, Cllr. Jackie Rhodes presented a draft Health & Safety Policy document which the P&G AC agreed to review and then present to Council for approval.

The proposed Health & Safety Policy is attached as Appendix 1.

Recommendation

It is recommended that the Parish Council adopts the attached Health & Safety Policy as presented

Once approved the policy will be added to the Policies, procedures and governance page of the Council’s Website.

David Rigby
Clerk to Copythorne Parish Council
May 22nd 2021

APPENDIX 1



COPYTHORNE PARISH COUNCIL

Health and Safety Policy

Statement of intent

This policy sets out the general principles and approach that the Parish Council will follow in respect of Health and Safety legislation for premises and activities for which the Council is responsible. It is the responsibility of all 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 policies.

The Council recognises that it has a legal duty of care towards protecting the Health and Safety of its employees and others who may be affected by the Council's activities. 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),

The Council will make every effort to meet its responsibilities by providing as far as is reasonably practicable:

- A safe place of work and a safe working environment
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely
- Care and attention to health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

Responsibilities for health and safety

The Clerk will:

- Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly
- Make effective arrangements to implement the Health and Safety at Work Policy
- 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 assets and maintain record of risk assessments
- Make effective arrangements to ensure that contractors or voluntary helpers working for the council comply with all reasonable Health and Safety at Work requirements.
- 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 and take appropriate action to prevent a recurrence

All employees, contractors and voluntary helpers will:

- 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
- Take reasonable care for the Health and Safety of other people who may be affected by their activities
- Report any accidents or hazardous incidents to the Clerk.

The Parish Council will:

- Take seriously its Duty of Care to employees
- Ensure that appropriate levels of insurance are in place
- Carry out risk assessments as needed
- Ensure this policy is reviewed at least annually

Arrangements for health and safety

Accidents and Near Misses

An accident or near miss must be reported to the Clerk as soon as possible. The Clerk will record any such incidents

Risk Assessments

Risk assessments of activities where a risk is involved will be completed annually and shared with the Clerk and all councillors. These activities include:

- Working alone
- Meeting in public places
- Parish Maintenance
- Use of electrical equipment
- DSE (Display Screen Equipment) - DSE risk assessment to be completed by the clerk

These risk assessments states how to control the risks associated with these activities such as:

- | | |
|-------------------------|-----------------------|
| - Slips and Trips | - Fire |
| - Hand-held/power tools | - Hazardous chemicals |
| - Manual handling | - Working at height |
| - Lone working | - Electrical |

Training

All staff and Council members will have any relevant training that ensures their Health & Safety.

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