

Great Tey Parish Council

Health and Safety Policy

1. General Statement of Policy:

The Parish Council is committed to providing and maintaining a safe and healthy working environment for its employees, volunteers, Councillors, contractors, and members of the public, in compliance with the Health and Safety at Work Act 1974 and other applicable legislation such as the Management of Health and Safety at Work Regulations 1999.

We aim to:

- Provide safe equipment, work methods, and healthy working conditions.
- Offer all necessary information, instruction, and training to staff and volunteers to promote health, safety, and welfare awareness.
- Ensure the health and safety policy is reviewed annually or when significant changes in legislation or council activities occur.

This policy outlines the responsibilities and arrangements for ensuring health and safety across Great Tey Parish Council's activities.

2. Responsibilities:

2.1 The Parish Council:

The Parish Council has overall responsibility for ensuring compliance with health and safety legislation and for fostering a safety-first culture.

2.2 The Safety Officer (The Parish Clerk):

- Delegated overall responsibility for health and safety matters within the Parish Council.
- Ensures regular reports on health and safety are presented to the Parish Council and provides immediate notification of any urgent health and safety issues.
- Oversees the adequacy of insurance cover, including Employers' Liability (as required by the Employers' Liability (Compulsory Insurance) Act 1969) and Public Liability insurance, arranged through the Parish Clerk.
- Responsible for ensuring risk assessments are carried out in accordance with the Health and Safety Executive (HSE) Risk Assessment Guidelines.
- Takes charge of the health and safety management of play areas and open spaces, including inspections, equipment maintenance, and investigation of accidents.
- Oversees the coordination of safety training, routine inspections, and ensures compliance with relevant standards (e.g., HSE guidelines).

2.3 The Parish Clerk:

In the absence of the Safety Officer, the Parish Clerk will assume responsibility for ensuring the implementation of this policy, including reporting to the Council and ensuring adequate insurance is in place.

2.4 Councillors and Employees:

- All Councillors, employees, and volunteers are responsible for promoting and maintaining a healthy and safe working environment in their areas of work, including when working from home.

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- Each individual is responsible for taking reasonable care of their own health and safety and that of others who may be affected by their actions.
- Any hazards or unsafe practices should be immediately rectified, or if not possible, reported to the Safety Officer or Parish Clerk. Equipment or areas deemed unsafe should be closed off until they are safe to use again.

3. Risk Assessments:

- Risk assessments will be conducted periodically and in response to any new working practices, use of equipment, or changes in operational activities. These will be conducted in line with the Management of Health and Safety at Work Regulations 1999 and HSE guidelines.
- The Safety Officer will lead the risk assessment process, ensuring that hazards are identified, and control measures are implemented and monitored.

4. General Arrangements:

4.1 Health and Safety Training:

- The Parish Council will ensure that appropriate health and safety training is provided to all employees and volunteers, as required under the Health and Safety (Training for Employment) Regulations 1990.

4.2 First Aid and Emergency Procedures:

- The Appointed Person responsible for overseeing first aid and emergencies is the Parish Clerk (when available).
- First aid kits will be maintained at key locations, including Parish Council venues and vehicles.
- Emergency procedures will be clearly communicated to all employees, volunteers, and members of the public participating in council-led activities.

4.3 Reporting of Injuries, Diseases, and Dangerous Occurrences (RIDDOR):

- The Safety Officer is responsible for reporting any accidents, diseases, or dangerous occurrences in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- All incidents, near misses, and hazards must be logged, investigated, and reported to the Parish Council where necessary.

4.4 Monitoring and Inspection:

- The Safety Officer will conduct regular inspections of Parish Council-owned or managed facilities (including play areas and open spaces) to ensure compliance with health and safety standards.
- Any issues identified during inspections will be documented and rectified in accordance with the Council's risk management strategy.

5. Work Equipment and Maintenance:

- All equipment used by the Parish Council will be maintained in accordance with the Provision and Use of Work Equipment Regulations (PUWER) 1998.
- Regular maintenance checks will be conducted, and defective equipment will be promptly repaired or replaced.

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6. Working from Home:

- Employees working from home will be required to conduct a homeworking risk assessment, in line with HSE guidance and the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended).
- The Parish Council will ensure that employees have appropriate equipment and advice to set up a safe working environment at home.

7. Review of Policy:

- This policy will be reviewed annually or sooner if significant changes occur, such as legislative amendments or changes in the Council's operational activities.
- Any updates to the policy will be communicated to all staff, volunteers, and Councillors.