

# HAUGHLEY PARISH COUNCIL

## HEALTH & SAFETY POLICY

Adopted 18<sup>th</sup> April 2023

It is the Council's policy to assess risk and adopt safe working practices to enable the health, safety and welfare of all employees, councillors, and volunteers, whilst undertaking duties on behalf of the Council.

It is the duty of the Proper Officer to ensure that the policy is upheld at all times and of the Council to provide the necessary funds and manpower required.

The Council will conduct its undertakings in such a way as to ensure, so far as it is reasonably practicable, that persons not in its employment who may be affected are not exposed to risks to their health and safety. Where such risks exist, information will be provided and all reasonable steps will be taken to bring this to the attention of its employees, councillors and volunteers.

### **1. The aim of the Council's Health and Safety Policy is to:**

- 1.1 Prevent accidents and injuries by assessing and managing, and where possible mitigating, identified health and safety risks
- 1.2 Ensure as far as is practicable and reasonable safe working practices, healthy working conditions, and safety equipment
- 1.3 Identify and enable appropriate training and instruction for employees, councillors and volunteers to work safely
- 1.4 Consult with employees, councillors and volunteers about their health and safety
- 1.5 Establish emergency procedures as required

### **2. The Council is responsible for:**

- 2.1 Ensuring there is consultation on health & safety matters with individuals, either through recognised trade unions or representatives of other groups of employees, as appropriate.
- 2.2 Reviewing and revising this Policy as necessary and bringing to the attention of individuals any changes to the Policy
- 2.3 All individuals are responsible for the implementation of the Health & Safety Policy in the areas of work for which they are responsible or for areas for which they have accepted delegated responsibility under their control.

*The Council's responsibility lies with the Proper Officer in the first instance.*

### **3. All individuals must:**

- 3.1 Comply with any safety instructions and directions issued by the Council
- 3.2 Take reasonable care for their health & safety and that of other persons (e.g. other employees, contractors, customers, visitors, workmen etc.) who may be affected by your acts or omissions at work
- 3.3 Co-operate with the management to ensure that the aims of this policy statement are achieved and any duty or requirement imposed on the Council by or under any of the relevant statutory provisions are complied with
- 3.4 Report to the Proper Officer and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury
- 3.5 Use equipment or protective clothing provided in accordance with the training received
- 3.6 Report any potential risk or hazard or malfunction of equipment to the appropriate authority.

Failure to comply with any aspects of this Health & Safety Policy will be regarded as a disciplinary matter and it will be dealt with under the Council's Disciplinary Policy or the Councillors' Code of Conduct as appropriate

#### **4. Risk assessments**

- 4.1 To prevent accidents or ill-health, the Council has a duty to carry out risk assessments.
- 4.2 The purpose of a risk assessment is to decide if safety action is needed, such as:
  - (a) changing the method of work to a safer one;
  - (b) repairing or replacing unsafe equipment, and
  - (c) training people in safe methods of working

#### **5. Accident reporting**

- 5.1 If you have been involved in an accident whilst engaged in duties for the Council you (or someone on your behalf) must report that fact to the Proper Officer as soon as it is practicable after the event.
- 5.2 All accidents should be reported however trivial.
- 5.3 The accident will be recorded in the Council's accident book, which is kept at the Proper Officer's office.