

## HEALTH AND SAFETY POLICY

Waltham on the Wolds and Thorpe Arnold 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. As far as is reasonably practicable, it will provide the resources to ensure the safety of its employees and others affected by its work.

The Parish Council recognises that the protection of the health, safety and welfare of our staff and others involved in, or affected by our activities, is an integral part of our service delivery and performance objectives. The provision of health, safety and welfare for our staff is the responsibility of all Councillors. In addition, members of staff have a significant role to play in looking after their own welfare and co-operating with the Council so that we can be pro-active in managing risk.

The Parish Council will actively support staff and each Council member in their works for the Parish Council and will monitor and develop safe working practices by providing appropriate resources. We will seek advice regularly with our insurers and the governing bodies for local Parish Councils such as the Leicestershire and Rutland Association of Local Councils.

The Parish Council Health and Safety Policy aims to ensure that:

- The Health and Safety of all members of staff and those of the Parish Council and those working on our behalf or using any of our facilities are adequately protected.
- We take the right decisions in situations involving risk and actively support good decision making, thus allowing us to provide an effective and efficient service to our community and take risks where appropriate, whilst safeguarding the safety and health of our staff and Parish Councillors and those undertaking works for the Parish Council.
- Our approach to managing health and safety is adequately documented.
- Health and Safety standards are maintained to a level where we aim to exceed legal minimums in order to maximise our ability to deliver safe working practises and procedures.
- All Staff and Parish Councillors and those undertaking works or using our facilities will carry out their working activities in accordance with the Health and Safety policy.
- Adherence to the policy will be monitored by the Clerk for Parish Council who will ensure that Parish Council is fully compliant in accordance with the policy.
- Appropriate aspects of the policy and the Health and Safety procedure which elaborates on these duties, will be audited at regular intervals to ensure that managers are discharging their responsibilities in respect of Health and Safety management and in order to identify any areas of good practice that can be shared more widely when reviewing the policy
- All accidents, no matter how small, must be reported in the first instance to the Clerk and details entered in the Accident Register. Thereafter, all such accidents will be brought to the attention of the Council. In the event of a serious injury or dangerous occurrence, the Chairman, or in his absence the Vice Chairman should be informed immediately.
- The Council will revise this policy statement as often as may be appropriate to ensure the contents remain accurate and valid in light of changing practices and statutory requirements

- The Parish Council will take all reasonable steps to ensure that:
  1. information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.
  2. its work, in all its forms, is done in ways so that members of the public are not put at risk.
  3. arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
  4. this policy is brought to the attention of all employees, members of the public, contractors, volunteers and Councillors and is regularly reviewed.
  5. when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.
  6. the Parish Council is responsible for managing safety, based on the council's safety policy.
  
- The Clerk shall keep copies of all risk assessments, method statements and Health and Safety documents.
- All Councillors, employees/contractors and volunteers have a duty to take reasonable care for their own health and safety and that of any persons who may be affected by their acts or omissions.
- The Parish Council will carry out risk assessment of its activities as and when necessary and review these regularly.
- The Parish Council will set up and monitor policies and procedures to reduce any risks that are identified.
- The Parish Council requires contractors to supply Risk Assessments, written Method Statements and Safe Systems of Work prior to starting any major works on behalf of the council.

This document was adopted by the council at its meeting held 21<sup>st</sup> September 2023.

Signed \_\_\_\_\_ Chair