

Heighington Parish Council

Health & Safety Policy

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Amended by: Clerk

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Health and Safety Policy

1. Purpose

- 1.1. Heighington Parish Council (“the Parish Council”, “the Council”) recognises its responsibilities as an employer for providing a safe and healthy environment for all its employees, contractors, volunteers and others who may be affected by the activities of the Council.
- 1.2. The Council will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974 and will have regard to health and safety legislation, approved Codes of Practice Guidance Notes and other relevant information issued by the Health and Safety Executive (HSE).
- 1.3. An up-to-date copy of this policy shall be maintained on the Parish Council’s website.
- 1.4. The purpose of this policy is to ensure that the Parish Council provides, as far as is reasonably practicable:
 - a safe place to work and a safe working environment
 - sufficient information, instruction and training for role holders to carry out their work safely
 - care and attention to health, safety and welfare of role holders, contractors and members of the public who may be affected by the Council’s activities
- 1.5. A copy of this policy will be given to all role holders undertaking duties and tasks on behalf of Heighington Parish Council.

2. Scope

- 2.1. This policy applies to all employees, councillors, role holders (including voluntary helpers) and contractors.

3. Definitions

- 3.1. For the purposes of this policy, reference to councillors, officers, employees, volunteers will be made as ‘role holders’ unless specific groups are identified otherwise.

4. Responsibilities

- 4.1. The ultimate responsibility for health and safety rests with the Parish Council as a corporate body. The Council will make sure that sufficient budget is made available annually for the purposes of meeting Health & Safety obligations in relation to Council

activities.

4.2. The Council will:

- place health and safety considerations at the forefront of all business operations and work activities
- display the health and safety law poster at all its premises or alternatively provide all employees with individual copies of the same information in a leaflet
- review accidents and “near miss” incidents
- receive and consider reports from the Clerk, Health & Safety Executive and other relevant bodies and take remedial action where necessary
- assist in the development of safety rules
- monitor and review health, safety and welfare training

4.3. Day to day responsibility for implementation is delegated to the Clerk. The Clerk in conjunction with the RFO will ensure the safe allocation of the resources necessary to maintain sound and efficient health and safety arrangements on an operational basis. However, all role holders and contractors have responsibility for health and safety matters during their day-to-day duties.

4.4. The Clerk will:

- keep informed of relevant Health and Safety Policy legislation and share this with the Council accordingly
- ensure that the Council’s Health & Safety Policy is available to all new and temporary employees and volunteers, and that health and safety awareness is included in the induction process
- make sure that all role holders accept their own health and safety responsibilities
- ensure sufficient information, instruction, training and supervision to enable all employees to identify and avoid hazards
- ensure that regular risk assessments are carried out where required, and safe systems of work established for all tasks and places of work, and that significant outcomes of the risk assessments are made known to employees and any other parties who may need to be aware
- ensure that the workplace, equipment and assets are subjected to regular health and safety checks, maintained, repaired and operated in a safe manner
- make effective arrangements to ensure that role holders and contractors working on behalf of the Council comply with all reasonable health and safety at work requirements
- maintain a central record of accidents and near misses
- following an accident or hazardous incident, take immediate action to prevent a recurrence or further accident, complete the necessary accident reporting procedure, review risk assessments and safe systems of work, and identify any trends which need addressing
- take appropriate action and ensure prompt attention on any representation submitted by any role holder who has comments or concerns regarding health and safety
- refer to Council any health and safety issues that cannot be addressed adequately

4.5. Role holders will:

- cooperate fully with the aims and requirements of the Health and Safety Policy and comply with any relevant codes of practice or work instructions for health and safety
- familiarise themselves and ask for advice, if necessary, in relation to health and safety instructions
- take reasonable care of their own health and safety
- wear or use appropriate personal protective equipment as provided
- take reasonable care for the health and safety of other people who may be affected by their activities
- not intentionally interfere with or remove any safety devices or other equipment provided for health and safety
- not misuse any plant, equipment, tools or materials so as to cause risks to health and safety
- ensure materials and substances used are properly stored, handled, used and transported
- carry out all work and tasks in the prescribed manner, following safe systems and methods, and follow any training, information and instruction
- report hazards and defects to the Clerk immediately
- report any accidents or hazardous incidents (including “near misses”) to the Clerk or parish office immediately or as soon as is reasonably practicable and to assist with the investigation of such
- familiarise themselves on local safety and evacuation procedures for the sites they work from or visit regularly
- co-operate in the investigation of accidents with the objective of introducing methods to prevent re-occurrence
- take part in risk assessments, workplace inspections and audits when necessary
- ensure that when driving while at work they are fit to do so and drive in a safe and proper manner

4.6. Contractors

4.6.1. Any employee of the Council who brings in a contractor to carry out works for or on behalf of the Council, is responsible for ensuring that contractor and any sub-contractor are competent to undertake the necessary works. They must also ensure that suitable systems are in place before the works start to ensure the contractor undertakes work as per their own documented health and safety procedures and that all works are carried out in a safe manner.

4.6.2. Contractors will be reminded of all their legal obligations, including the reporting of accidents and “near miss” incidents. All contractors must take reasonable care to make sure that their employees and others are safe in and about their work, and competent to undertake the work.

4.6.3. To fulfil these obligations the contractor must provide:

- competent employees and craftsmen who have received adequate training to enable them to safely perform the job
- adequate supervision of untrained staff or young workers
- safe plant, i.e. equipment and appliances are in good working order
- safe systems of work
- adequate third-party liability insurance as specified by any contract

5. Training and Personal Protective Equipment (PPE)

5.1. Training and PPE needs may be identified by any role holders of the Parish Council.

5.2. Any training and PPE needs identified as necessary to health and safety in pursuance of duties must be provided at the expense of the Council.

5.3. Records of PPE provided, and training completed will be maintained by the Clerk.

6. Related legislation, policies and guidance

6.1. This policy should be read in conjunction with related legislation, policies and guidance including but not limited to the latest versions of:

- Health and Safety at Work etc Act 1974
- Workplace (Health, Safety & Welfare) Regulations 1992
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Approved Code of Practice and guidance for the control of legionella bacteria in water systems
- Electricity at Work Regulations 1989
- Health and Safety (First Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 2013
- Management of Health and Safety at Work 1999 & as amended by Statutory instrument no 2457 (2003)
- Provision and use of Work Equipment Regulations (PUWER) 1998
- Manual Handling Operations Regulations (MHOR) 1992 (as amended 2002)
- Personal Protective Equipment at Work Regulations (PPER) 2002
- Health & Safety (Display Screen Equipment) Regulations 1992
- The Regulatory Reform (Fire Safety) Order 2005
- Lifting Operation and Loading Equipment Regulations (LOLER) 1998
- The Work at Height Regulations 2005
- Working Time Regulations 1998

Latest versions of the following Heighington Parish Council internal documents:

- Lone Worker Policy
- Training & Development Policy
- Volunteer Policy

- Vulnerable Persons Policy
- All approved risk assessments