



## **WALBERTON PARISH COUNCIL**

### **HEALTH AND SAFETY POLICY**

#### **Health and Safety at Work Act 1974**

**This policy was adopted by the council at its meeting held on 18 July 2017.**

#### **Introduction**

Walberton Parish Council believes in the pursuit of excellence in all its dealings with parishioners, employees and other bodies. Health and safety is an integral part of this service. The Council recognises its responsibilities as an employer for providing a safe and healthy environment for its employees, councillors, contractors, voluntary helpers and others who may be affected its activities. The Council will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974.

#### **Aim**

To provide as far as reasonably practicable:

- A safe place of work and environment.
- Sufficient information 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.
- Encouragement for its councillors and employees to be aware of their legal responsibilities, and to be actively involved in developing a positive health and safety culture.

#### **Application**

This policy will come into force when adopted by resolution at a Full Council meeting and will be reviewed biennially.

## Management

1. As the Council's Health & Safety Officer, the Clerk will:
  - Keep informed of relevant Health & Safety legislation and inform the Council accordingly.
  - Make effective arrangements to implement the Health & Safety at Work Policy.
  - Ensure that Health & Safety matters are regularly discussed at Parish Council meetings.
  - Ensure that regular risk assessments are carried out of working practices and assets, and maintain a record of risk assessments.
  - Make effective arrangements to ensure that contractors or voluntary helpers working for the Council comply with all reasonable Health & Safety at Work requirements.
  - Ensure that that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
  - Maintain a record of notified accidents.
  - When an accident or hazardous incident occurs take immediate action to prevent a reoccurrence or further accident, and to complete the necessary accident reporting procedure.
  - Maintain the First Aid box in the kitchen.
  - Seek technical advice if necessary.
2. Employees of the Council, contractors and voluntary helpers will:
  - Co-operate fully with the aims and requirements of the Health and Safety at Work policy.
  - Take reasonable care of their own health and safety, using appropriate personal protective clothing when necessary.
  - Take reasonable care for the health and safety of other people who may be affected by their activities.
  - Not intentionally interfere with or remove and safety guards, devices, notices, or other equipment provided for Health & Safety.
  - Not misuse any equipment, tools or materials so as to cause risks to health and safety.
  - Report any accidents or hazardous incidents to the Clerk.

<b>Review history</b>	<b>Date</b>
Draft policy presented to Full Council	18 July 2017
Adopted by Full Council	18 July 2017
Date of first review	18 July 2018
Date of last review	23 September 2022
Date of next review	23 September 2024
May 2025 Review process amended – Policy sent to Data Projection Officer and reviewed. This review will be carried out on an annual basis by both the Data Protection Officer and the Parish Council. The Parish Council will review this policy through Finance and Legal Committee – reference minute 15. FC/296/25	