

# Bitteswell with Bittesby Parish Council

## Health and Safety Policy

### GENERAL STATEMENT

1. Bitteswell with Bittesby Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for its Clerk, Councillors, contractors, voluntary helpers and others who may be affected by the activities of the Council.
2. The Council will meet its responsibilities under the Health and Safety at Work etc. Act 1974 and will provide, as far as is reasonably practicable, the resources necessarily to fulfil this commitment.
3. The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

### AIMS OF THE HEALTH AND SAFETY POLICY

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment. (The Clerk's home office working environment is addressed in the Council's Home Working policy).
2. Arrangements for considering, reporting and reviewing matters of Health and Safety, including regular risk assessments of Parish Council activities.
3. Systems of operating that are safe and without risks to health.
4. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
5. Sufficient information, instruction and training for the Clerk, Councillors, contractors and voluntary helpers to carry out their work safely.
6. Care and attention to the health, safety and welfare of the Clerk, contractors, voluntary helpers are members of the public who may be affected by the Council's activities.

### ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE POLICY

#### The Clerk will:

1. Keep informed of all relevant health and safety policy legislation<sup>1</sup>.
2. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under this policy.
3. Making effective arrangements to implement this policy.

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<sup>1</sup> The Clerk has registered for updates from the Health and Safety Executive's e-bulletin service.

4. Ensure that matters of health and safety are regularly discussed at Parish Council meetings.
5. Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures and maintain a file of risk assessments, summarised in the Minutes.
6. Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements. Ensure that the activities of the Council do not unreasonably jeopardise the health and safety of members of the public.
7. Maintain a central record of notified accidents.
8. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
9. Act as the contact and liaison point for the Health and Safety Inspectorate.

**The Clerk, Councillors and voluntary helpers will:**

1. Familiarise themselves with and cooperate fully with the aims and requirements of the Health and Safety, Lone Working and Home Working policies where relevant.
2. Take reasonable care for their own health and safety, use appropriate personal protective clothing and, where appropriate, ensure that appropriate first-aid materials are available.
3. Take reasonable care for the health and safety of other people who may be affected by their activities.
4. Request assistance or advice about any area of work with which they are not familiar.
5. Report any accidents or hazardous incidents to the Clerk or Chair.

**Health and Safety at Parish Council Meetings and other events**

1. Meetings usually take place at Bitteswell Village Hall. Prior to each meeting, when setting up the room, a check should be carried out, in particular to check for slip or trip hazards and that fire exits are not blocked.
2. Meetings at other venues will be risk assessed in advance.
3. A fully charged mobile telephone with a good signal should be available at all meetings to call the emergency services if someone becomes ill, in the case of a fire or other emergency.
4. A risk assessment will be carried out in advance of any other event organised by the Parish Council.

**Parish Council Owned Street Furniture**

1. The Parish Council will inspect Council owned street furniture on a regular basis to ensure that there is no damage and it is in a safe condition. If a Councillor identifies any faults between meetings, they should be reported to the Clerk.
2. Details of how members of the public should report faults/damage to this street furniture should be displayed on the noticeboard and website.

3. The Council will take urgent action to address any safety issues relating to the street furniture it owns.

### **Travelling on Parish Council Business**

1. If travelling alone, take the precautions pertaining to travelling in the Lone Working Policy.
2. If driving:
  - ensure that you are sufficiently fit and healthy to drive
  - ensure that your vehicle is maintained in a safe condition and fit for the road with sufficient fuel for your journey
  - take sufficient account of adverse weather conditions
  - avoid parking in poorly lit and isolated areas
  - ensure your motor insurance policy covers the activity you are undertaking

### **Duties and Responsibilities of Contractors**

The Parish Council will draw the Council's Health & Safety policy to the attention of any contractor employed it.

Any contractor employed by the Council must comply with the following:

- They will be responsible for conducting themselves safely at all times and in compliance with the Council's Health and Safety policy.
- Any work carried out must be fully in compliance with statutory legislation and Codes of Practice to ensure the health and safety of their own employees and others on and off site.
- All tools and equipment that they bring onto site must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary certificates must be available for checking.
- Any injury sustained whilst on site must be reported to the Parish Clerk immediately.
- Contractors must provide written risk assessments and method statements where necessary before commencing work for or in behalf of the Parish Council.