



## Health & Safety Policy

Adopted September 2021. Next review 2025.

This policy sets out the general principles which Harbury Parish Council will follow to meet current health and safety legislation in respect of council premises and activities to ensure the safety of its employees, councillors, and members of the public.

### 1. Introduction

- 1.1 The council recognises it has a legal duty of care to protect the health and safety of its employees and others who may be affected by the council's activities.
- 1.2 The council will make every effort to meet its responsibilities under the Health & Safety at Work Act 1974.
- 1.3 If appropriate, the council will seek expert technical advice on health and safety matters
- 1.4 References to employees also apply to volunteers and councillors engaged on activities on behalf of the council.

### 2. Objectives

- 2.1 To provide as far as reasonably practicable, a safe working environment.
- 2.2 To provide adequate resources to control the health and safety risks arising from our activities.
- 2.3 To maintain council premises in a good condition and provide and maintain safe equipment.
- 2.4 To provide information, training, and supervision for employees on health and safety matters relating to their workplace.
- 2.5 To provide adequate training and ensure that all employees are competent to do their tasks.
- 2.6 To carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk.
- 2.7 To only engage contractors who are able to demonstrate due regard to health and safety matters.
- 2.8 To review this policy at least every three years and revise to reflect changes to the activities and any changes to legislation.

### 3. Arrangements for Implementation of this Policy

- 3.1 The council has ultimate responsibility for health and safety but discharges this responsibility through the parish clerk who is the designated person with day to day responsibility for ensuring compliance with health and safety legislation.
- 3.2 The parish clerk shall ensure that

- This policy is implemented, monitored, developed, and communicated effectively.

- Adequate insurance cover is provided at all times.
- There is regular communication and consultation with staff, councillors, and volunteers on health and safety matters.
- Safe working practices are developed, implemented, and maintained.
- All health and safety concerns are properly recorded and investigated including near misses, accidents, and other incidents, and are reported to the council as well as, where appropriate, to the relevant enforcing authority.
- Will ensure that the outcome of any investigations will be used to take corrective actions to prevent recurrences and improve our health and safety performance.
- Ensure that all employees receive adequate training, information, and supervision to maintain safe standards.

3.3 All council employees are required to:

- Make themselves familiar with and conform to this policy
- Observe safety rules at all times and take reasonable care of their own health and safety and that of other people who may be affected by their activities.
- Where required, wear protective clothing, and use appropriate safety devices provided.
- Report to the parish clerk all accidents, injuries to persons and damage to equipment.
- Know the location of first aid facilities.
- Report all safety hazards as a matter of urgency to the parish clerk.
- Know what to do in the case of fire, or other emergency and the location of fire- fighting equipment.
- Maintain good housekeeping at all times.
- Observe safe standards of behaviour and dress.

## **4. Fire Safety**

4.1. All employees have a duty to take steps to ensure they do not place themselves or others at risk of harm by assisting in identifying fire hazards as they emerge and reducing all fire risks by working in accordance with approved safe practices.

4.2. Fire risk assessments will be conducted annually for all council premises.

4.3. Emergency plans, including evacuation plans, will be established for the parish council office and any other location routinely used for council business.

## **5. Contractors and Visitors**

5.1. The council shall ensure that where contractors or sub-contractors are engaged by the council, they must take reasonable care of themselves and those working under them to ensure they comply with the responsibilities and duties of the Health & Safety at Work Act 1974.

5.2. The council shall take all possible steps to ensure that those not in the employment of the council, including the public, are not exposed to risks to their health or safety when on council premises or at events organised by or on the behalf of the council.