

Health & Safety Policy

Introduction

- 1.1. Beaulieu Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
- 1.2. 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 necessary to fulfil this commitment.
- 1.3. The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Council in fulfilling its responsibilities to deliver (a) a safe environment for the public in accessing assets it maintains and (b) safe working conditions.

Policy

- 2.1. The council shall provide as far as is reasonably practicable:
 - 2.1.1. A safe place of work and a safe working environment
 - 2.1.2. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities
 - 2.1.3. Systems of work that are safe and without risks to health.
 - 2.1.4. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
 - 2.1.5. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
 - 2.1.6. Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

Delivering the policy

- 3.1. The Council shall:
 - 3.1.1. Undertake (a) weekly inspections of the Playground, Playing Field and Defibrillator and (b) annual inspections of all other assets for which it has maintenance responsibility, noting any items that are not working or may be hazardous. Such items shall be reported to council so that the urgency of repair work can be agreed and remedial work or repair organised. If there is a safety issue that cannot wait until the next council meeting the matter shall

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immediately be referred to the Clerk and Chair of council.

- 3.1.2. Ensure that the risk assessments carried out in 3.1.1 are recorded in an agreed form. All risk assessments to be provided to the Clerk to be retained in accordance with its Data Retention & Protection Policy.
 - 3.1.3. Keep informed of relevant health and safety legislation and ensure that matters of health and safety are regularly discussed as required at council meetings.
 - 3.1.4. Provide the resources and make the necessary arrangements to fulfil its responsibilities under the Health and Safety Policy.
 - 3.1.5. Require contractors or voluntary helpers working for the Council to comply with this policy.
 - 3.1.6. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
 - 3.1.7. Maintain a central record of notified accidents.
 - 3.1.8. 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.
 - 3.1.9. Act as the contact and liaison point for the Health and Safety Executive.
- 3.2. All employees, contractors and voluntary helpers shall be required to:
- 3.2.1. Comply with Codes of Practice or work instructions for health and safety.
 - 3.2.2. Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
 - 3.2.3. Take reasonable care for the health and safety of other people who may be affected by their activities.
 - 3.2.4. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
 - 3.2.5. Not misuse any plant, equipment tools or materials.
 - 3.2.6. Report any accidents or hazardous incidents to the Clerk. This policy will be reviewed annually and as required.