

Laverstock & Ford Parish Council

HEALTH AND SAFETY AT WORK POLICY

Purpose	To set out a Code of Practice
Scope	Employees, Councillors, and others conducting business on behalf of Laverstock & Ford Parish Council
Date adopted	18 November 2024
Minute Ref:	24.137(a)
Previous	15 June 2015
Next Review	November 2025
Policy Owner	Personnel Committee
Supersedes	LFPC H&S Policy 130715(02)

1. Introduction

Laverstock and Ford 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.

The Council will meet its responsibilities under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations, and will provide the resources necessary to fulfil this commitment.

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.

2. Scope

The following policy applies to all employees, contractors, parish councillors and other officials conducting business on behalf of Laverstock and Ford Parish Council.

3. Principals (statement of intent)

Under this policy, Laverstock & Ford Parish Council will ensure:

- the allocation of sufficient resources to provide a safe and healthy place of work
- the provision of appropriate information, instruction, training and supervision
- promotion of employee consultation on matters affecting health and safety
- arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities
- systems of work that are safe and without risks to health
- specialist technical advice and assistance is sought on matters of Health and Safety when necessary

4. Responsibilities for Health and Safety

The ultimate responsibility for health and safety rests with the Councillors of Laverstock & Ford Parish Council. Day to day responsibility for implementation is delegated to the Parish Clerk, who also acts as the contact and liaison point for the Health and Safety Executive.

Responsibilities of the Clerk

The Clerk will maintain knowledge of relevant Health and Safety policy legislation and inform the Council accordingly. They will also:

- ensure sufficient information, instruction, training, and supervision levels to enable all employees to identify and avoid hazards
- ensure that the workplace and equipment is subjected to regular health and safety checks
- ensure that regular risk assessments are provided for the office, play areas, open spaces, and areas where work or events are being carried out
- 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 and safety at work requirements
- maintain a central record of notified accidents and, if an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.

Responsibilities of Councillors, employees, contractors etc.

All employees, councillors, contractors etc., will cooperate fully with the aims and requirements of the Council's Health and Safety Policy and will:

- 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
- take reasonable care for the health and safety of other people who may be affected by their activities
- not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety
- not misuse any plant, equipment tools or materials
- report any accidents or hazardous incidents to the Parish Clerk.

5. Arrangement for Health and Safety

The Clerk has recognised that they retain overall responsibility for health and safety matters and that the Council needs to act in respect of the key points listed here.

In managing these matters emphasis is placed on the officers of the Council for recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

General

- provide and resource an effective health and safety management system
- make arrangements to consult with employees on health and safety matters
- arrange and maintain appropriate Employers' Liability Insurance cover

- ensure that health and safety implications are considered when acquiring new equipment and machinery
- ensure contractors (when used) are competent and monitored during work
- ensure a process is in place to identify and report hazards
- ensure all employees receive appropriate health and safety training
- provide measures to protect the health and safety of employees working alone
- monitor the health and safety performance of the Council

Occupational Health

- ensure adequate procedures are in place to identify and address occupational health risks
- ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used
- implement measures to reduce stress within the workplace

Accidents, Incidents and First Aid

- record accidents and incidents
- complete accident and incident investigations, identify causes and measures for prevention
- ensure applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority
- ensure adequate first aid arrangements are in place

Fire and Emergency Arrangements

Ensure;

- adequate arrangements are in place to deal with fire safety on Councils premises
- employees are aware of the fire and evacuation arrangements and other emergency procedures
- emergency equipment is provided, tested and maintained appropriately
- adequate Fire Risk Assessments are completed

Risk Assessment

Ensure:

- risk assessments are complete and Safe Systems of Work are produced for all activities that pose a significant risk of harm
- risk assessments are documented
- the outcomes of risk assessments are carefully explained to the workforce

Premises

- provide a suitable and safe working environment for employees with adequate welfare facilities
- ensure the fixed electrical installation is adequately installed and maintained
- introduce and maintain measures to control and manage the risks from asbestos
- ensure good housekeeping standards are instigated and maintained
- provide suitable and sufficient maintenance of the facilities provided within the workplace

Equipment

Ensure:

- all equipment provided by the Council is suitable and properly used
- all work equipment is adequately maintained and safe
- portable electrical appliances are adequately maintained, inspected and tested
- appropriate hand tools are provided and maintained
- any Personal Protective Equipment (PPE) provided gives suitable protection, is used and employees are given information, instruction and training on its use

Substances

Ensure;

- all substances are used safely
- all substances are appropriately stored

6. Monitoring

The operation of this policy and arrangements is actively monitored. The Clerk has overall responsibility for this, but some of the routine tasks may be delegated.