



## **HEALTH & SAFETY POLICY**

**Updated 12 September 2023**

### **General Statement**

Highclere 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 will provide, as far as is reasonably practicable, 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 Council in fulfilling its responsibilities for ensuring safe working conditions.

### **Policy Objectives**

To provide as far as is reasonably practicable:

- A safe place of work and a safe working environment.
- 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.
- Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- 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

### **Implementation**

Highclere Parish Council will:

- Keep itself informed of relevant health and safety legislation.
- Provide the resources and arrangements necessary to fulfil its responsibilities under the Health and Safety Policy which shall be reviewed annually.
- Make effective arrangements to implement the Health and Safety Policy.
- Ensure that matters of health and safety are regularly discussed at meetings of the Parish Council by having this as an agenda item.
- Ensure that regular risk assessments are carried out, with subsequent consideration and review of any necessary corrective/protective measures.

- Maintain a file of risk assessments, summarised in the minutes.
- Make effective arrangements to ensure employees, contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements. All will be given a copy of the Council's Health & Safety Policy
- Provide Health & Safety training relevant for all employees, contractors and voluntary helpers.
- Ensure that work activities carried out by or on behalf of the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified accidents.
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete an accident report.
- Act as the contact and liaison point for the Health and Safety Executive.

All employees, contractors and voluntary helpers will:

- Comply with all relevant Codes of Practice or work instructions for health and safety.
- Take reasonable care for their own health and safety, use appropriate personal protective clothing and 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 Clerk.
- Undertake training relevant for their position or activity

### **Additional Health and Safety Policy Matters**

In addition to the above Highclere Parish Council will:

Undertake regular inspections of Parish Council owned areas, noting any items that are deemed hazardous. These will be reported to the Clerk who will inform all Councillors so that immediate remedial work or repair may be organised.

### **Monitoring and Review**

Highclere Parish Council will establish appropriate monitoring systems to assist the effective implementation of the Health & Safety Policy.

This policy will be reviewed annually and as required.