

Grendon Parish Council

Health & Safety Policy

1. General statement & aims

1. Grendon Parish Council recognises its responsibilities as an employer for providing a safe and healthy environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
2. The Council will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974.
3. If appropriate, the Council will seek expert technical advice on Health and Safety matters
4. A safe place of work and a safe working environment.
5. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
6. Care and attention to health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

2. Arrangements and responsibilities for carrying out health and safety policy at work

As the Council's Health and Safety Officer, the Clerk will:

1. Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly.
2. Make effective arrangements to implement the Health and Safety at Work Policy.
3. Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council.
4. Ensure that regular risk assessments are carried out of working practices and assets and maintain record of risk assessments.
5. Make effective arrangements to ensure that contractors or voluntary helpers working for the council comply with all reasonable Health and Safety at Work requirements.
6. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
7. Maintain a central record of notified accidents and near misses.
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. Ensure appropriate First Aid materials & PPE are available if considered necessary.

All employees, contractors and voluntary helpers will:

1. Co-operate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety.
2. Take reasonable care of their own Health and Safety, use appropriate personal protective clothing and, where appropriate, ensure the 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. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
5. Not misuse any plant, equipment, tools or materials so as to cause risks to Health and Safety.
6. Report any accidents or hazardous incidents to the Clerk.
7. All queries should be directed to the parish Clerk at the earliest opportunity.

3. Other information

1. Risk assessments are held by the Clerk.
2. All policies are published on the council's website
<https://www.grendon-pc.org.uk/council-policies.html>

Signed..... Date.....

Chairman

Grendon Parish Council

Adopted 9.12.13

Reviewed 19.5.14

Reviewed 14.9.15

Reviewed 12.12.16

Reviewed 11.12.17

Reviewed 10.12.18

Reviewed 12.4.23

Reviewed and updated 08.05.24

Signed copy held on file