



HEALTH AND SAFETY POLICY

Introduction

1. This policy sets out the general principles and approach that Great Wilbraham Parish Council (the Council) will follow in respect of Health and Safety legislation for premises and activities for which the Council is responsible.
2. It is the responsibility of all councillors and employees of the Council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.

Health and Safety Policy Statement

3. The Council, in accordance with the requirements of the Health and Safety at Work Act 1974 and the Management of Health, Safety at Work Regulations 1998 and other legislation as appropriate, accepts its duty to provide and maintain safe and healthy working conditions for all its employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.
4. The Council will take all reasonable steps to ensure that it complies with the law on Health, Safety and Welfare and any relevant regulations, approved Codes of Practice and guidance. It will provide the resources to ensure that the safety of its employees and others affected by its work.
5. The Council will take all reasonable steps to ensure:
 - a. That information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.
 - b. That its work, in all its forms, is done in such a way as to ensure that members of the public are not put at risk.
 - c. That arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment which may endanger health or welfare.
 - d. That this policy is brought to the attention of all employees, members of the public, contractors, volunteers and Councillors and is reviewed annually.

e. That, when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.

f. That, as an employer, the Council will assess the risks associated with using Display Screen equipment and any special needs of individual staff. (You may find the DSE workstation checklist helpful).

6. The Clerk is responsible for managing safety, based on the Council's policy. They shall keep copies of all risk assessments, method statements and Health & Safety documents, in labelled Health and Safety files.

7. All councillors, employees/contractors and volunteers have a duty to take reasonable care for their own health and safety, and that of any persons who might be affected by their acts or omissions.

8. Day to day matters of Health and Safety are dealt with by the Clerk, acting on behalf of the Council.

Risk Assessments

9. The Clerk will carry out risk assessments of the Council's activities as and when necessary, and review these annually.

10. The Council will set up and monitor policies and procedures to reduce any risks that are identified.

11. The Council requires contractors to submit risk assessments, written Method Statements and Safe Systems of Work prior to starting any major works on behalf of the Council.

Reporting Accidents

12. All accidents or 'near misses', no matter how small, must be reported in the first instance to the Clerk, who is then responsible for entering the details into the Council's Accident Book. All such occurrences must be brought to the attention of the Council.

13. In the event of a serious injury or dangerous occurrence the Chairman, or in their absence the Vice-Chairman, should be informed immediately.

Adopted: February 2024

Review: May 2026