

WHITTLE LE WOODS PARISH COUNCIL

Health and Safety Policy

Adopted	17.03.2025
Meeting	PCM
Next Review Date	17.03.2026
Version	V1

The Health and Safety policy has been written following Health and Safety Executive (HSE) guidance.

Whittle Le Woods Parish Council recognises and accepts the relevant responsibilities under the Health and Safety at Work Act, and Regulations made under the Act for providing a safe and healthy working environment for its employees, any contractors, voluntary helpers and others who may be affected by the activities of the Parish Council.

As Whittle Le Woods Parish Council currently has fewer than five employees (currently two employees being the Clerk and the lengthsmen) there is no HSE requirement to have a written policy. This document has been drafted to ensure, so far as reasonably practicable, that the health and safety of its employees, contractors and voluntary helpers is protected, to provide clarity when dealing with health and safety matters, and to address the potential increase in staffing levels.

Parish Councillors, employee(s), contractor(s) and voluntary helpers are expected to cooperate in carrying out this Policy, and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

1. GENERAL STATEMENT OF POLICY

1.1 Our statement of general policy is:

- 1.1.1 To provide adequate control of the health and safety risks arising from Parish Council activities.
- 1.1.2 To consult with employee(s), contractor(s) and voluntary helpers on matters affecting their health and safety.
- 1.1.3 To provide and maintain safe equipment.

- 1.1.4 To provide sufficient information, instruction and supervision of employees, contractors and voluntary helpers (plus visitors where applicable) as far as reasonably practicable.
- 1.1.5 To ensure all employees, contractors and voluntary helpers are competent in their Council related activities, and to provide adequate training as far as reasonably practicable.
- 1.1.6 To prevent accidents and activity related ill-health as far as is reasonably practicable.
- 1.1.7 To maintain safe and healthy conditions for conducting the Parish Council's business.
- 1.1.8 To review and revise this Policy as necessary at regular intervals, but at least annually.

2. RESPONSIBILITIES

2.1 Parish Council

- 2.1.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act, subsequent amendments and Regulations made under the Act is that of Whittle Le Woods Parish Council.
- 2.1.2 All Parish Council activities, so far as is reasonably practicable, are to be carried out without risk to the Parish Council, Councillors, employees, contractors and voluntary helpers.
- 2.1.3 The Parish Council will ensure that appropriate risk assessment(s) are conducted, with subsequent consideration and review of any necessary mitigations and corrective measures in order to manage and minimize identified risks.
- 2.1.4 The Parish Council will ensure Councillors, contractors and voluntary helpers working with the Parish Council, comply with all reasonable health and safety requirements by ensuring required risk assessments and pre-work safety briefings are completed as necessary and communicated effectively.
- 2.1.5 The Parish Council will ensure that all appropriate resources and arrangements necessary to fulfil the Parish Council's responsibilities as set out in this policy are available.
- 2.1.6 The Parish Council will ensure that (where necessary), matters of Health and Safety are discussed at Parish Council meetings as an Agenda item, and where relevant, details recorded in Minutes of meetings.
- 2.1.7 The Parish Council will ensure, so far as reasonably practicable, that work activities do not adversely affect the Health and Safety of others.
- 2.1.8 The Parish Council will maintain a central record of any notified accidents/incidents.

- 2.1.9 The Parish Council, in the event of an accident, and where relevant, will ensure that appropriate action is taken to prevent recurrence.

2.2 Clerk

- 2.2.1 The Clerk is responsible for ensuring that this policy is put in to action and that Councillors, employees, contractors and voluntary helpers are adequately informed and trained.
- 2.2.2 The Accident Record Book is maintained by the Clerk.
- 2.2.3 The Clerk will ensure that risk assessments are up to date and communicated to those affected.

2.3 Lengthsman

- 2.3.1 The lengthsman is responsible for following all health and safety procedures and guidelines in their day to day tasks.
- 2.3.2 Must attend training sessions and follow any risk assessments and safety procedures, including wearing the necessary PPE and operating equipment correctly.
- 2.3.3 The lengthsman must use the appropriate equipment and PPE for the tasks they perform.
- 2.3.4 The lengthsman must report any accidents, hazards or unsafe working conditions to the Clerk and ensure that all risks are addressed.
- 2.3.5 Must take reasonable care for the health and safety of others who may be affected by their activities.
- 2.3.6 Must check around work sites, after completion of activities, to ensure no hazards have been created by the work.
- 2.3.7 Must report, as soon as reasonably practical, any safety concern, accident or dangerous occurrence to the Parish Council.

2.4 Voluntary Helpers

- 2.4.1 Are expected to adhere to all health and safety guidelines provided by the Parish Council.
- 2.4.2 Must attend training sessions and follow any risk assessments or safety procedures, including wearing the necessary PPE and operating equipment correctly.
- 2.4.3 Must take reasonable care for their own health and safety, to use the correct PPE and where appropriate, ensure that first aid materials are available.

- 2.4.4 Must take reasonable care for the health and safety of others who may be affected by their activities.
- 2.4.5 Must check around work sites, after completion of activities, to ensure no hazards have been created by the work.
- 2.4.6 Must report, as soon as reasonably practical, any safety concern, accident or dangerous occurrence to the Parish Council.

2.5 Contractors

- 2.5.1 Must be responsible for conducting themselves safely, and at all times comply with the Parish Council's Health and Safety Policy and the relevant risk assessment.
- 2.5.2 The contractor(s) employed by the Parish Council must complete appropriate Health and Safety processes for themselves and their own employees (to include full risk assessments and relevant insurance cover).
- 2.5.3 Take reasonable care for their own health and safety, to use the correct PPE and where appropriate, ensure that first aid materials are available.
- 2.5.4 Take reasonable care for the health and safety of others who may be affected by their activities.
- 2.5.5 Not intentionally interfere with, misuse or remove safety devices or other equipment provided to reduce risk of injury or dangerous occurrence.
- 2.5.6 Check around work sites, after completion of activities, to ensure no hazards have been created by the work.
- 2.5.7 Report, as soon as reasonably practical, any safety concern, accident or dangerous occurrence to the Parish Council.

3. TRAINING

- 3.1 All Councillors, employees and voluntary helpers will receive appropriate training on health and safety practices relevant to their roles which include:
 - 3.1.1 Induction training for new employees and volunteers
 - 3.1.2 Ongoing health and safety training as required
 - 3.1.3 Specific training for use of equipment and machinery
 - 3.1.4 Training on the proper use of PPE
 - 3.1.5 The Clerk will maintain a records of all training undertaken.

4. RISK ASSESSMENTS

- 4.1 Risk assessments will be carried out for all activities involving employees, voluntary helpers and contractors
- 4.2 The Clerk will review the risk assessments periodically and after any significant changes in work practices, equipment or the environment.
- 4.3 All Councillors, employee(s), contactors and voluntary helpers will be informed of the relevant risk assessment and given appropriate training or guidance on how to minimise risks.

5. REPORTING ACCIDENT AND INCIDENTS

- 5.1 All accidents, injuries or incidents or near misses must be reported immediately to the Clerk and/or any Parish Councillor.
- 5.2 A record will be kept of all reported accidents, injuries, incidents or near misses.
- 5.3 All accident, injuries, incidents or near misses will be investigated and steps taken to prevent a recurrence.

6. EMERGENCY PROCEDURES

- 6.1 The Clerk will make sure that emergency procedures are in place including first aid arrangements and up to date emergency contact information.