



SEND PARISH COUNCIL

HEALTH AND SAFETY POLICY

Adopted by the Full Council – 21 June 2021

GENERAL STATEMENT

1. Send 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
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

AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

To provide, as far as is reasonably practicable:

1. A safe place of work and a safe working environment
2. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely
3. Care and attention to the health, safety and welfare of employees, councillors, contractors, voluntary helpers and members of the public who may be affected by the Council's activities

ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY AT WORK

As the Council's 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 a record of risk assessments
5. Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Council's Health and Safety at Work Policy
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

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

All employees, councillors, 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, 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

APPENDIX 1



SEND PARISH COUNCIL

NOTICE TO CONTRACTORS

For Send Parish Council to comply with Health and Safety Legislation, all outside contractors or persons employed to carry out work on Council premises are to be made aware of the expected requirements relating to Health and Safety. A contractor accepting work from the Council shall be deemed to have agreed to comply with the following requirements:-

Health and Safety - The Contractor or person employed will use a safe and proper system of working which complies with such liabilities and obligations to his employees and to any other persons as are imposed under the Health and Safety at Work Act 1974.

Compliance with Acts of Parliament – The Contractor or person employed shall comply with the provisions of any Act of Parliament affecting or relating to the work carried out and with the regulations and by-laws of the local authority.

Injury, Loss or Damage – The Contractor shall indemnify the Parish Council against all actions and demands, costs, charges and expenses which may be commenced or made in respect of injury, loss or damage to a person or property arising from or in any way connected with the execution of the contract or work carried out.

Insurance – The Contractor or person employed shall provide a copy of the policy or policies of insurance.

Risk Assessments – If required by the Parish Council the Contractor or person employed shall produce Risk Assessments for the works (Management of Health and Safety at Work Regulations 1999 – Approved Code of Practice).

Signed by the Contractor:

..... (Contractor's name) has noted the above expected requirements relating to Health and Safety and agrees to comply with the requirements

Signed..... Dated

On behalf of.....

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