Kingskerswell Parish Council

Health & Safety Policy

Date: 13.07.2021
Agreed at Full Council Meeting – 26th July 2021
Reviewed and updated May 2025

Introduction

Kingskerswell Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for 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 Act 1974 and will provide, as far as it 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 Clerk and Deputy Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

Aims of the Health and Safety Policy

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 risk to health.
- Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
- Sufficient information, instruction and training of 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.

Arrangements and responsibilities for carrying out the Health and Safety Policy.

As the Council's Safety Officers, the Clerk and Deputy Clerk will:

- Keep informed of relevant Health and Safety policy legislation.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
- 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.
- Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective / protective measures. Consider requesting contractors to supply a written method statement prior to starting major works. Maintain a file of risk assessments.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety requirements. All contractors will be given a copy of the Council's Health and Safety Policy.
- Ensure that work activities by 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 of a further accident and to complete the necessary accident reporting procedures.
- Act as the contact and liaison point for the Health and Safety Inspectorate.

All employees, contractors and voluntary helpers will:

- Co-operate fully with the aims and requirements of the Health & Safety Policy and comply with Codes of Practice or work instructions for Health and Safety.
- Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, 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 guards, safety devices or other equipment provided for Health and Safety.

Policy Status and Review

This policy was adopted by the KKPC at a meeting of the full council on 26th July 2021. It will be reviewed periodically by KKPC. Date of last review May 2025.