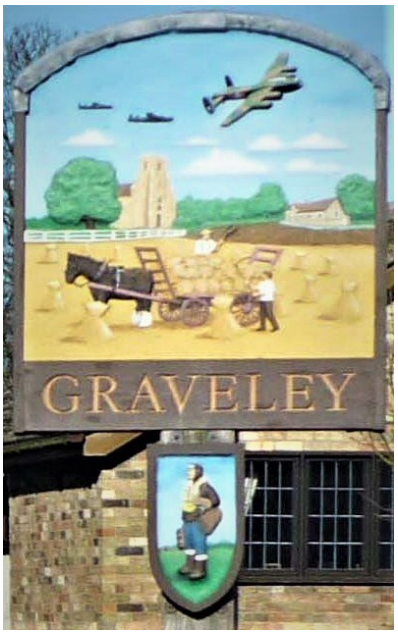


Health & Safety Policy

Document Configuration Management & Control

Version	Description	Originated	Approved	Minute Ref
Version 1	Annual Review	02/11/22	07/05/2024	24/25-37.3
Version 2	Annual Review	21/02/26		

HEALTH & SAFETY POLICY

1. Introduction

1.1 Graveley 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.

1.2 The Council will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974 and will have regard to health and safety legislation, approved Codes of Practice, Guidance Notes and other relevant information issued by the Health and Safety Executive.

1.3 An up-to-date copy of this Policy shall be maintained on the Council's website.

2. Purpose

2.1 The purpose of this Policy is to ensure that the Council provides, as far as is reasonably practicable:

- A safe place to work and a safe working environment
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely
- 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

3. Responsibilities

3.1 The ultimate responsibility for health and safety rests with the Councillors. Day to day responsibility for implementation is delegated to the Clerk. However, all employees have responsibility for health and safety matters during their day to day duties.

3.2 **Responsibilities of the Clerk.** The Clerk will:

- Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly.
- Provide sufficient information, instruction, training and supervision to enable all employees to identify and avoid hazards.
- Carry out regular risk assessments where required.
- Maintain a record of risk assessments.
- Make effective arrangements to verify that contractors or voluntary helpers working for the Council comply with all reasonable health and safety at work requirements.
- Maintain a central record of notified accidents.
- Make sure that the workplace and equipment is subjected to regular health and safety checks.
- 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.
- Any health and safety issues that cannot be addressed adequately should be referred to the Chairman or if he/she is unavailable to the Vice Chairman.

3.3. Responsibilities of Councillors, employees, contractors and voluntary helpers.

Councillors, employees, contractors and voluntary helpers will:

- Cooperate 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.
- Familiarise themselves and ask for advice (where considered necessary) in relation to health and safety instructions.
- Take reasonable care of their own health and safety, use appropriate personal protective equipment and, where appropriate, verify that the 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 safety guards, safety devices or other equipment provided for health and safety.
- Not misuse any plant, equipment, tools or materials to cause risks to health and safety.
- Report hazards and defects to the Clerk immediately. If reports are made verbally, they should be followed up by a written report confirming the nature of the problem, its severity and any recommendation for action.
- Report any accidents or hazardous incidents to the Clerk immediately or as soon as is reasonably practicable and to assist with the investigation of such.

4. Policy Review

Graveley Parish Council will review this Policy as is necessary and appropriate, and at a minimum on an annual basis.