

Chesham Bois Parish Council

Health & Safety Policy

1. Policy Statement

Chesham Bois 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 in fulfilling the Council's responsibilities and ensuring safe working conditions.

This policy will be kept up to date and reviewed once every two years. A review will also be conducted in the event of a serious accident.

2. Policy Objective

To provide 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 health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

3. Organisation and Responsibilities

The Clerk will be the Council's Safety Officer and will:

- Keep informed of relevant health and safety policy legislation.
- Advise Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health & Safety Policy.
- Make effective arrangements to implement the Health & Safety Policy.
- Ensure that safe working procedures and safe systems of work are implemented by employees and contractors and that a safe working environment is provided.
- Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures.
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Ensure adequate safety supervision and training where required.
- Ensure that all safety rules are observed and that protective clothing and equipment is supplied, work or used where required.

- Ensure that all machinery and equipment is properly maintained and safe to use and submit reports for consideration by Council on replacing machinery that is no longer fit for purpose.
- Maintain a central record of notified accidents.
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence of further accidents and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Inspectorate.

All employees and voluntary helpers will:

- Co-operate fully with the aims and requirements of the Health and Safety Policy.
- 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.
- Carry out visual safety inspection of equipment prior to using any such machinery.
- 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.
- Not misuse any plant, equipment, tools or materials so as to cause risks to health and safety.
- Report any accidents or hazardous incident to the Clerk or Chairman.

All contractors engaged by the Council will, upon request:

- Assess the risk to health and safety attached to all work to be done.
- Have robust risk management policies in place.
- Submit a copy of the risk management policies to the Clerk.

Approved by Council on 12th June 2023