

Shaugh Prior Parish Council

Health and Safety policy

OBJECTIVES

The aim of the Health and Safety Policy is to ensure that every employee is aware of the legal responsibilities of both the Council and themselves in such matters and to provide guidance and further information which will encourage the creation and maintenance of a safe and healthy working environment for all employees.

The Council acknowledges the requirements and obligations of the Health and Safety at Work (HASAW) Act 1974 and amendments since. It will, as far as is reasonably practical provide all necessary plant, equipment, information, and procedures and training to fulfil its obligations.

The primary responsibility for ensuring that workplaces and systems of work are safe and without undue risks to health rests with the Council, but it is incumbent upon all staff to take care of their own health and safety at all times, that of their fellow employees, on site visitors, contractors and, where appropriate, members of the public.

All employees are required to co-operate with the Council in pursuit of its responsibilities and any deliberate non-compliance with the health and safety policy will be viewed as disciplinary matter.

RESPONSIBILITIES

THE ELECTED COUNCIL

Council members will ensure that a comprehensive and effective health and safety policy is in place and that it meets or exceeds the requirements of the HASAW Act 1974 and amendment and any other relevant legislation.

The Clerk, in conjunction with the Chairman of the Council, will ultimately be responsible for the implementation of the health and safety policy and will ensure that all liabilities are covered by adequate insurance.

The Clerk will monitor the effectiveness of the policy and will make recommendations to Council for its modification, together with any additional training or plant and equipment requirements, if considered necessary, in order to maintain or improve its operation.

The Clerk will notify the Council of any cost implications resulting from changes to the implementation of the policy.

The Clerk will from time to time review the accident book to assess reports and look for trends which could potentially indicate amendments or improvements to the health and safety policy.

The Clerk will carry out safety audits on a regular basis covering employees' activities, buildings and the use of plant and equipment owned or otherwise used by the council, where applicable, in order to identify potential hazards and make recommendations for their elimination.

The Clerk will conduct periodic inspections of all tools, plant, equipment and vehicles as applicable in order to identify the possible need for repair or replacement.

The Clerk will maintain records of safety audits and inspections and will present the findings, comments and /or recommendations to the Parish Council for discussion with or action by the Council.

The Clerk will inspect the accident book, and first aid boxes, where applicable, on a regular basis and ensure they are properly serviced and maintained.

The Clerk will ensure that all employees are fully aware of their responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

The Clerk, in conjunction with the Chairman, will investigate all accidents; dangerous occurrence and work related diseases and determine if any course of action might prevent reoccurrence.

The Clerk will exercise his/her authority and responsibility to stop, alter or minimise circumstances, which are considered to present a risk of serious injury or ill health.

The Clerk and Chairman will ensure that all employees under his/her supervision are fully aware of their responsibilities under the Council's Health and Safety Policy and that they comply with its requirements.

The Clerk will notify the Councillors of any work practices considered to be hazardous or potentially hazardous of any item of plant, equipment, tools, vehicles or building/structure having such potential.

The Clerk and/or Chairman will exercise his or her authority and responsibility to stop, alter or minimise circumstances, which are considered to present a risk or serious injury or ill health.

EMPLOYEES/CONTRACTORS

All Council employees/contractors shall familiarise themselves with the Council's health and safety policy. They must:

- Take all reasonable care of their health and safety as well as that of other persons, including members of the public who may be affected by their actions.
- Take all reasonable care not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety.
- Report to the Clerk any accident, ill health, equipment failure or damage, observed hazard or unsafe practice and make any suggestions for any improvements.
- Cooperate fully with management and /or fellow employees in the pursuit of safe working practices.

- Not undertake any work activity, which could expose them to health and safety risks unless they have been trained therein.
- Ensure that no medical problem remains when returning to work after absence due to illness or injury.

Adopted March 2026