



HEALTH & SAFETY POLICY

CP15.03

Authorised & Adopted: **GRENDON UNDERWOOD PARISH COUNCIL**

Authorisation & last review as shown in the Policy Review Record CD08A

CHANGE LOG	
v.1 26 th June 2018	Adopted by resolution of full Council at a properly constituted general meeting held 26 th June 2018 - minute: 1806.05-1
v.2 26 th May 2020	Meeting review new email & web addresses
v.3 27 th May 2025	Annual review. Update header

I PURPOSE

Grendon Underwood Parish Council ('the Council') has adopted this Policy to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council pursuant to the Health and Safety at Work Act 1974 and to provide, as far as is reasonably practicable, the resources necessary to fulfil its obligations under all relevant legislation.

This Policy provides the framework within which Council will effectively allocate duties for safety matters and the particular arrangements that the Council will make to manage and conduct its administrative arrangements in relation to the requirements of the relevant legislation such as to ensure the timely and efficient compliance with its obligations and to deliver its duties in regard to the expectations of the residents of the Parish.

It lays out how Councillors and council employees are expected to abide by these requirements.

Council has made every effort to ensure all relevant statutory requirements to which a council is subject are encompassed in this Policy but confirm that, in any event, those requirements apply whether or not they are incorporated herein.

This Policy has been drawn up within the context of the Parish Council's Risk Management Policy, Freedom of Information Policy and its Data Protection Policy and every effort has been made to ensure this Policy is consistent with other Council Policies where relevant.

NOTES:

- Where the word "councillor" is used, unless the context suggests otherwise, the meaning is intended to include non-councillors, with or without voting rights, and council employees.
- A 'co-opted member' is a person who is not an elected member of the Council but who has been co-opted onto the Council, or a committee or sub-committee properly constituted by Council, by a majority of elected Councillors at a properly constituted meeting of Council and who is entitled to vote on any question that falls to be decided at any meeting of Council or that committee or sub-committee.
- A 'meeting' is a properly constituted meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.
- Unless otherwise expressed, a reference to a Member of the Council includes a co-opted member of the Council.
- Where gender specific wording is used, meaning is intended to be gender neutral.

II SCOPE

Grendon Underwood Parish Council recognises and accepts its duty as an employer for providing a safe and healthy working environment for employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.

The Council recognises that, as a public body, its responsibilities extend to the health and safety of members of the public who attend meetings or make use of its services such as the play area for leisure purposes.

As the legally mandated Local Authority, the Parish Council, as a whole, will:

- Be responsible for the implementation of this policy.
- Ensure safe equipment and supplies are provided to employees, contractors and volunteers.
- Provide access to adequate Health & Safety training for employees as required.
- Approve the purchase of adequate Public Liability and Employer's Liability Insurance.

III POLICY

HEALTH & SAFETY POLICY

General

The aim of this policy is to arrange professional expertise or to provide, as far as is reasonably practicable:

- A safe place of work and a safe working environment.
- Safe facilities for the use of the residents of the parish and the wider public.
- 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 risks to health.
- Specialist technical advice and assistance on matters of Health and Safety when necessary.
- Members, employees, contractors and voluntary helpers with access to sufficient information, instruction and training 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.

Responsibilities

The Council may delegate to its Proper Officer, by resolution, the following administrative actions-

- Incident Management - in the event of an accident or hazardous 'near miss', the implementation and co-ordination, under the direction of Council, immediate action to mitigate and prevent a recurrence or further such incidence and to act as the contact and liaison point up to resolution.
- Reporting - initiating the necessary accident reporting procedure.
- Risk Assessment - identifying when regular risk assessments are due on working practices and facilities, with subsequent consideration and reviewing of any necessary mitigations. All risk assessments to be retained on file.
- Safety Inspections - identifying and organising annual, professional, independent safety inspections of Council controlled equipment and amenities. To oversee any corrective action arising. All safety inspection reports to be retained on file
- Insurances - identifying and ensuring renewals of insurance premiums such that Council maintains adequate insurance protection including Employer's Liability and Public Liability insurance cover.
- Recording - maintaining a central record of notified accidents.

The Proper Officer may also advise, as appropriate to its expertise & to the best of its ability, how Council may act upon:

- effective arrangements to implement this Health and Safety Policy.
- relevant health and safety legislation.
- the resources and arrangements necessary to fulfil the Council's responsibilities under this Health and Safety Policy.
- one-off risk assessments are necessary for special events.
- how actions that have been approved by the Parish Council to remove, or to mitigate against, risk may be carried out.
- raising matters of health and safety are agendarised for discussed at meetings of the Parish Council when necessary.
- effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements. This includes ensuring all contractors have adequate and up to date Public Liability insurance cover.
- how work activities carried out by the Council may not unreasonably jeopardise the health and safety of members of the public.

Employees, contractors and voluntary helpers will:

- Cooperate fully with the aims and requirements of the Council's Health and Safety Policy.
- Provide proof of adequate Public Liability insurance cover (contractors only) before carrying out any work.
- Comply with work instructions for health and safety.
- Take reasonable care for their own health and safety, use appropriate personal protective clothing where necessary and, where appropriate, ensure that first aid materials are available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Report any accidents or hazardous incidents to the Clerk.

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