



# HEALTH AND SAFETY POLICY

## 1. Introduction

1.1 This policy sets out the general principles and approach that Bottisham Parish Council (the Council) will follow in respect of Health and Safety legislation for premises and activities for which the Council is responsible.

1.2 It is the responsibility of all Councillors and employees of the Council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.

## 2. Health and Safety Policy Statement

2.1 The Council, in accordance with the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1998 and other relevant legislation, accepts its duty to provide and maintain safe and healthy working conditions for all its employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.

2.2 The Council will take all reasonable steps to ensure that it complies with the law on Health, Safety and Welfare and any relevant regulations, approved Codes of Practice and guidance. It will provide the necessary resources to ensure the safety of its employees, volunteers and contractors whilst those people are engaged in Council business.

2.3 The Council will take all reasonable steps to ensure:

2.3.1 That information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.

2.3.2 That its work, in all its forms, is done in ways that do not put members of the public at risk.

2.3.3 That arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment which may endanger health or welfare.

2.3.4 That this policy is brought to the attention of all employees, contractors, volunteers and Councillors, and is made available to members of the public via the Parish Council website.

2.3.5 That this policy is reviewed annually.

2.3.6 That when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.

2.3.7 As an employer, the Council will assess the risks associated with using Display Screen equipment and any special needs of individual staff. (You may find the DSE workstation checklist helpful).

2.4 The Council is responsible for managing safety, based on the Council's policy.

2.5 The Clerk shall keep copies of all risk assessments, method statements and Health & Safety documents, in labelled Health and Safety files.

2.6 All Councillors, employees, contractors and volunteers have a duty to take reasonable care of their own health and safety and that of any persons who may be affected by their acts or omissions.

2.7 Day to day matters of Health and Safety are dealt with by the Clerk, acting on behalf of the Council.

### **3. Risk Assessments**

3.1 The Council will carry out risk assessments of its activities as and when necessary and review these annually.

3.2 The Council will set up and monitor policies and procedures to reduce any risks that are identified.

3.3 The Council requires contractors to submit Risk Assessments, written Method Statements and Safe Systems of Work prior to starting any major works on behalf of the Council.

### **4. Reporting Accidents**

4.1 All accidents or near misses, no matter how small, must be reported in the first instance to the Clerk and details entered in the Accident Book. Thereafter all such accidents will be brought to the attention of the Council. In the event of a serious injury or dangerous occurrence, the Chairman, or in their absence the Vice-Chairman should be informed immediately.

**Adopted: February 2024**

**Review: May 2025**

