

Blackwell Parish Council



Health and Safety Policy

Approval Date: May 2025

Review Date: Annually

Blackwell Parish Council has created this policy in accordance with the implementation of the Health and Safety at Work Act 1974. It accepts its duty to provide and maintain safe and healthy working conditions for all its employees, as well as the duty of care to other persons such as volunteers and contractors who work on behalf of the council.

The Parish Clerk will review the operation of the Policy and report to the Parish Council on its effectiveness.

Members, volunteers, and clients are encouraged to maintain an active interest in accident prevention, and comply with Health and Safety Regulations, by discussing and considering any unsafe practice or condition likely to cause ill health, and report these to the Parish Clerk.

The Parish Council are responsible for Health and Safety, and the Parish Clerk is responsible for its organisation and management, and to ensure that adequate insurance is in place to cover participants.

Whilst the ultimate responsibility for Health and Safety rests directly with the Parish Council, the duties arising out of the responsibility are exercised through unbroken and logical delegation to the first level of supervision at all locations.

All employees, contractors and volunteers are expected to:

- Take responsible care for the Health and Safety of themselves and others with whom they work by viewing this policy and following any specific risk assessments in accordance with the Health and Safety at Work Act 1974.
- Ensure that they do not put at risk the safety of anyone else who may be affected by the work they are carrying out, or recklessly interfere with or misuse anything provided in the interest of health, safety, and welfare. This includes ensuring they don't initiate or continue any process or activity that places anyone in danger or is in breach of statutory obligations with respect to health and safety.
- Cooperate with Blackwell Parish Council to enable compliance with this policy, including the reporting of any accidents, incidents, concerns, hazards or defects to the clerk.
- Ensure that they wear appropriate protective clothing and correctly use any tools or equipment provided.

The Parish Clerk is responsible for disseminating information on Health and Safety to all levels of staff, volunteers, sub-contractors, and clients and, in addition, monitors the effectiveness of the Policy and activities.

The Parish Council will take all reasonable steps to ensure that:-

- As far as reasonably practicable, steps are taken to eliminate accidents and minimise the likelihood of ill-health being caused by working conditions.
- Information, instruction, training, supervision, equipment and facilities necessary to achieve safe working are provided.
- Work in all its forms, is done in ways that people who are not employees are not put at risk.

- Arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
- As far as is reasonably practicable, the place of work is maintained in a safe condition, and that means of entry and exit are without risk.
- To provide and maintain a working environment for any employee, volunteer and clients that is adequate with regards to facilities and arrangements for their welfare.
- Provide a safety service, including audit for the Parish Council, covering all aspects of safety and fire for Parish Council operations and other activities.
- Examine overall health and safety issues as they affect the Parish Council and ensure the development and introduction of improved assessment methods.
- Allocate sufficient resources to provide and maintain conditions and places of work that are, as far as reasonably practicable, safe and healthy.
- Provide, where necessary, approved protective equipment and clothing and ensure that its proper use is understood.
- Take all reasonable steps to inform employees, volunteers, sub-contractors and clients about materials, equipment or processes used in their work which are known to be potentially hazardous to health or safety. This includes providing a risk assessment where needed.
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Keep all operation and methods of work under review so that they can, if necessary, be revised in the light of experience and up to date knowledge.
- Promote joint consultation in health and safety matters to ensure effective participation by all employees, volunteers, and clients.
- Provide appropriate facilities for first aid.
- Seek advice, where appropriate, when potentially hazardous situations exist or might arise.
- Collect, analyse and promulgate data on accident, sickness and incidents involving personal injury or injury to health and to investigate all such occurrences, and ensure that recommendations are made to prevent recurrence.
- Seek to ensure that relevant and up-to-date information in all aspects of health and safety legislation and good practice is obtained and made available to interested parties.
- Carry out continual assessment for any change of activity, process or equipment and make the findings of such an assessment generally available.
- Train new members as appropriate, volunteers and those taking on new jobs or responsibilities and ensure that they are aware of any hazards of the job or working environment.
- Ensure that any accident is fully investigated, and, where the fault lies with working methods, machinery, materials, or processes, that such fault is corrected.

All accidents must be reported to the Parish Clerk and recorded. When the Parish Clerk is absent, accidents should be reported to the Chair or Vice Chair of the Parish Council.

To be reviewed annually.

This policy is fully supported by the members of Blackwell Parish Council

Signed by the Chair of Blackwell Parish Council: _____

Date: _____