

Great Blakenham Parish Council

Health and Safety Policy

1. GENERAL STATEMENT OF POLICY

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for Councillors, employees and contractors and to provide such information, instruction, training and supervision as may be needed for this purpose. The Council will do all that is reasonably possible to achieve this.

Our policy is to provide and maintain safe facilities for the public, including the public spaces owned and managed by the Council

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

If the Council's activities change in nature this policy will be reviewed at the time. It will also be reviewed annually. To ensure this, the policy and the way in which it has operated will be reviewed every year as part of the Annual Meeting of the Council.

Although risk assessment is an ongoing process, the risk assessments of the Council, as well as the Health and Safety Policy shall also form part of the review. Monitoring and review of accidents and near misses will also be included.

2. RESPONSIBILITIES

Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act 1974 and Regulations made under the Act is that of the Parish Council. The Clerk is responsible for this policy being carried out.

Employees, contractors and users of the Council's public areas and facilities have the responsibility to help to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee or Councillor notices a health or safety problem which they are not able to put right, they must inform the Clerk at the first reasonable opportunity, who will then take steps to rectify the situation. These will need to be approved at a full, Council Meeting, unless the Chairman or deputy Chairman decides that action needs to be taken before the next scheduled Meeting to prevent accident or injury. In such a case the Chairman or deputy Chairman will authorise any necessary action or expenditure and will report on this to the next full Council meeting.

3. SPECIFIC ARRANGEMENTS

a. CONTRACTORS

The Notice to be given to contractors are attached as Appendix 1

b. REPORTING AND RECORDING ACCIDENTS

All accidents and near misses must be reported to the Clerk who will record them and report to the next Parish Council Meeting. The Clerk will maintain the Council's Accident Book.

If the accident is deemed to be reportable to the Health and Safety Executive under the terms of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) Act, the Clerk will make the report and inform Councillors by e mail as soon as possible.

c. RISK ASSESSMENTS

Risk assessments will be updated if the Council's activities change.

Risk assessments for the Cemetery and the allotments will be issued to contractors working in these areas.

The risk assessment for the allotments will be issued to all new allotment holders. If the allotment risk assessment is changed, the new version will be issued to all allotment holders.

Approved by Great Blakenham Parish Council 13th September 2017.

Appendix 1

NOTICE TO CONTRACTORS

For Great Blakenham Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work are to be made aware of the expected requirements related to Health and Safety. A contractor accepting a contract from the Council will be issued with a copy of the Notice to Contractors and shall be deemed to have agreed to comply with the following requirements:

1. You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
2. The Council will retain the right to stop any operation and or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety or health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
3. The council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.
4. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.