



Nafferton Parish Council Health & Safety Policy

1. General Statement

- 1.1 The Council recognises its responsibilities for providing a safe and healthy environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
- 1.2 The Council will make every effort to meet its responsibilities under the Health & Safety at Work etc Act 1974 and subsequent regulations.
- 1.3 The objective of this policy is to minimise risks to employees, voluntary workers, general public and any others affected by the Parish Council's activities, thereby creating a safe working environment.

2. Duties and responsibilities of Parish Councillors and the Clerk

- 2.1 The Clerk is responsible for the implementation of this Health & Safety Policy, for monitoring the day to day administration of the Council's affairs, and ensuring that all insurance policies are kept up to date.
- 2.2 The Council's activities are monitored to ensure that the objectives of the Health & Safety Policy are complied with.
- 2.3 Ensure that Contracts of Employment include compliance with statutory health and safety requirements.
- 2.4 Employees and voluntary workers are aware of the hazards which may exist within the operation of their tasks and that they fully understand and observe all aspects of the Parish Council's Health & Safety Policy.
- 2.5 No employee or voluntary worker shall be engaged in any work activity where technical knowledge is necessary to prevent danger or injury, unless he or she possesses such knowledge or experience, or is under supervision of a competent person having regard to the nature of the work.
- 2.6 All suppliers comply with section 6 of the Health & Safety at Work etc Act in supplying articles and substances that are safe without risk to health when properly used and to provide information to ensure they are used properly.
- 2.7 Any accidents arising out of the Council's activities are recorded, reported and investigated as detailed in the accident reporting procedure.
- 2.8 Regular inspections of equipment are carried out, and the necessary records kept.
Duties & responsibilities of all employees and voluntary workers
- 3.1 Employees and voluntary workers have a responsibility to conform to the Parish Council Policy along with the Health & Safety at Work etc Act 1974 and associated legislation.
- 3.2 Employees and voluntary workers have a statutory duty to take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions and to cooperate with the Council to enable it to fulfil its statutory

obligations. They should also ensure they are physically fit and technically responsible
for the work requested of them.

3.3 Employees and voluntary workers have a responsibility for correctly using any safety
anything devices involved in their work. They will not recklessly interfere with or misuse
provided in the interests of their health, safety and welfare.

3.4 All accidents and near miss incidents shall be reported to the Parish Clerk and recorded in
the Parish Council accident book as soon after the event as possible. Employees
and voluntary workers will be expected to cooperate with the Council in
investigating accidents and near misses when required.

Duties and responsibilities of all contractors

4.1 Any contractors employed by the Council shall be responsible for conducting themselves
safely at all times and in complying with the Parish Council's Health & Safety Policy.

4.2 Any work carried out must be fully in compliance with statutory legislation and codes of
practice to ensure the health and safety of their own employees and others on and
off site.

4.3 All tools and equipment they bring on to site must be safe and in sound working order. All
necessary guards and safety devices must be in place and necessary certificates
must be available for checking if requested.

4.4 Any injury sustained whilst on the site must be reported to the Parish Clerk immediately.

4.5 All electrical equipment must have a valid Portable Appliance Test certificate.

4.6 Contractors must provide written risk assessments when requested before commencing
work for and on behalf of the Parish Council.

Risk Assessments

Risk assessments will be collated by the Parish Clerk for all public areas and village assets
controlled by the Parish Council. These assessments will be recorded, monitored and reviewed
where necessary.

Accident reporting

The Parish Clerk must be notified immediately if an accident occurs to anyone whilst on Parish
Council business. This includes Parish Councillors, employees, voluntary workers, contractors etc.
A form in the Accident Book must be completed and returned to the Clerk. The Parish Clerk will
ensure that the requirements of RIDDOR (the reporting of injuries, diseases and dangerous
occurrences regulations 1995) are complied with. Where required accidents and near misses shall
be investigated by the Council and remedial actions instigated.

Provision and use of work equipment

If equipment provided by the Council is damaged or faulty the employee or voluntary worker is
responsible for the immediate return of such equipment for repair or replacement (Provision and
use of Work Equipment Regulations 1998). If the equipment is lost or damaged through
negligence, there is an onus on the employee or voluntary worker to report such a loss or damage
immediately.

Procurement of materials, equipment and contractors

Anyone who purchases or hires materials, equipment or contractors on behalf of the Parish Council must ensure they have read and fully understand this health and safety policy. All suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions that may be required. This information must be passed on to the Parish Clerk in order to be recorded.

Inspections and documentation review

An annual inspection of village assets will be carried out and the findings recorded. Any serious defects / items for attention must be actioned immediately. Activity risk assessments, the health and safety policy document and all other related health and safety documentation, will also be reviewed annually taking into account any changes in legislation or procedures.

	Date	By
Drafted	15 May 2022	Catherine Milan
Reviewed		
Adopted		
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