



COLEHILL PARISH COUNCIL

HEALTH AND SAFETY POLICY – ADOPTED 8th October 2024

1. Our Legal Obligations

- 1.1 Colehill Parish Council fully accepts the obligations placed upon it by the various Acts of Parliament covering health, safety including The Health and Safety at Work Act (1974), and The Management of Health and Safety at Work Regulations (1998).
- 1.2 It 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.
- 1.3 The Parish 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 resources to ensure the safety of its employees and others affected by its work.

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

- 2.1 That information, instruction, training, supervision, equipment and facilities necessary to achieve safe working are provided.
- 2.2 That its work, in all its forms, is done in ways so that members of the public are not put at risk.
- 2.3 Arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
- 2.4 That all employees and contractors adhere to the provisions of the Working Time Regulations (1998), including limiting working time to no more than an average of 48 hours per week.
- 2.5 That all computer use adheres to the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002).
- 2.6 That, when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.

3. Responsibilities

- 3.1 The Clerk has overall responsibility for the implementation of the Health and Safety Policy. In particular he/she is responsible for ensuring that the policy is fully communicated and followed.

- 3.2 The Clerk keeps copies of all risk assessments and relevant health and safety documents.
- 3.3 All Councillors, employees and volunteers have a duty to work safely and NOT put others at risk.
- 3.4 Day to day matters of Health and Safety are dealt with by the Clerk acting on behalf of the Council.

4. Accident Reporting

- 4.1 All accidents, no matter how small, must be reported in the first instance to the Clerk and details entered in the Accident Book.
- 4.2 All accidents will be brought to the attention of the Council. In the event of a serious injury or dangerous occurrence, the Chair, or in their absence the Vice Chair should be informed immediately.
- 4.3 Where appropriate the Clerk will report the accident to the Health and Safety Executive (HSE).

5. Risk assessments of activities

- 5.1 The Parish Council will carry out risk assessment of its activities and review these at least annually, ensuring appropriate controls and actions are established to effectively manage the risks identified.

Version History

| Date | Summary of Changes |
|---------|--|
| 27/9/22 | Policy rewritten, replacing previous Health, Safety & Welfare policy |
| 22/8/23 | Next review date removed |
| 8/10/24 | Reviewed, no changes |
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This Policy will be reviewed annually, next review due October 2025.