



HELMDON PARISH COUNCIL



HEALTH AND SAFETY POLICY

GENERAL STATEMENT

Helmdon Parish Council recognises and accepts its duty as an employer for providing a safe and healthy working environment for employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.

The Council recognises that, as a public body, its responsibilities extend to the health and safety of members of the public who attend meetings or make use of its services such as the play area for leisure purposes.

The Council will meet its responsibilities under the Health and Safety at Work Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment. The allocation of duties for safety matters and the particular arrangements that the Council will make to implement this policy are set out below.

The aim of this policy is to provide as far as is reasonably practicable:

- A safe place of work and a safe working environment.
- Safe facilities for the use of the residents of Helmdon and the wider public.
- Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- Systems of work that are safe and without risks to health.
- Specialist technical advice and assistance on matters of Health and Safety when necessary.
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

ARRANGEMENTS AND RESPONSIBILITIES FOR IMPLEMENTING THE HEALTH AND SAFETY POLICY

Helmdon Parish Council will:

- Be responsible for this policy.
- Ensure safe equipment and supplies are provided to the Clerk, contractors and volunteers.
- Provide adequate Health & Safety training for employees.
- Approve the purchase of adequate Public Liability and Employer's Liability Insurance.
- Delegate powers to the Proper Officer (the Clerk) to ensure that this Health and Safety policy is implemented correctly.

As the Proper Officer, the Clerk will:

- Make effective arrangements to implement this Health and Safety Policy.
- Keep informed of relevant health and safety legislation.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under this Health and Safety Policy.

- Ensure that regular risk assessments are carried out on working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures. All risk assessments to be retained on file.
- Ensure that one-off risk assessments are carried out for special events.
- Ensure actions that have been approved by the Parish Council to remove, or to mitigate against, risk are carried out.
- Ensure that matters of health and safety are discussed at meetings of the Parish Council when necessary.
- Ensure that the Council has adequate insurance protection including Employer's Liability and Public Liability insurance cover.
- Ensure that an official safety inspection is carried out on the Council's play equipment on an annual basis.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements. This includes ensuring that all contractors have adequate and up to date Public Liability insurance cover.
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified accidents.
- If an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point.

The Clerk, contractors and voluntary helpers will:

- Cooperate fully with the aims and requirements of the Council's Health and Safety Policy.
- Provide proof of adequate Public Liability insurance cover (contractors only) before carrying out any work.
- Comply with work instructions for health and safety.
- Take reasonable care for their own health and safety, use appropriate personal protective clothing where necessary and, where appropriate, ensure that first aid materials are available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Report any accidents or hazardous incidents to the Clerk.

This policy should be considered in conjunction with Helmdon Parish Council's Risk Management Policy.

Signed (Chair):

Date:

Date for next review: June 2025