



# *Lighthorne Parish Council*

## **Policy: Health & Safety**

The Council will seek as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

The aims of this policy are:

**1. To provide as far as is reasonably practicable:**

- a) Safe facilities for the use of the residents of Lighthorne where those facilities are the sole responsibility of Lighthorne Parish Council .
- b) 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.

**2. As the Council's Safety Officer, the Clerk will:**

- a) Implement the Health and Safety Policy.
- b) Keep informed of relevant health and safety legislation.
- c) Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
- d) Make effective arrangements to implement the Health and Safety Policy.
- e) Ensure actions that have been approved by the Parish Council to remove, or to mitigate against, risk are carried out.
- f) Ensure that any matters of health and safety are regularly discussed at meetings of the Parish Council.
- g) Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements. All contractors will be required to abide by the terms of the contractors' service level agreement and specified scope of work and will be given a copy of the Council's Health & Safety Policy.
- h) Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- i) Maintain a central record of notified accidents.
- j) When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- k) Act as the contact and liaison point.

**3. The Clerk, contractors and voluntary helpers will:**

- a) Cooperate fully with the aims and requirements of the Council's Health and Safety Policy.
- b) Comply with Codes of Practice or work instructions for health and safety.
- c) 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 where appropriate
- d) Take reasonable care for the health and safety of other people who may be affected by their activities.
- e) Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
- f) Not misuse any plant, equipment tools or materials.
- g) Report any accidents or hazardous incidents to the Clerk.

Date of first adoption: 12<sup>th</sup> March 2019