



# High Coniscliffe Parish Council

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## HEALTH AND SAFETY POLICY

<b>Date of review</b>	<b>Reviewed</b>	<b>Approved</b>	<b>Comments</b>
<b>June 2025</b>		<b>August 2025</b>	<b>Policy written and approved</b>
<b>March 2026</b>			
<b>March 2027</b>			

## **Introduction**

This policy sets out the general principles and approach that High Coniscliffe Parish Council will follow in respect of Health and Safety legislation for premises and activities for which the Parish Council is responsible.

It is the responsibility of all councillors and employees of the Parish Council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.

## **High Coniscliffe Parish Council's Health and Safety Statement**

- a. High Coniscliffe Parish Council recognises its responsibilities as an employer for providing a safe and healthy environment for its employees, contractors, voluntary helpers and others who may be affected by the activities of the Parish Council.
- b. The Parish Council will make every effort to meet its responsibilities under the Health & Safety at Work Act 1974.
- c. If appropriate, the Parish Council will seek expert technical advice on Health and Safety matters

## **Aims of the Health and Safety at Work Policy**

To provide as far as is reasonably practicable:

- a. A safe place of work and a safe working environment.
- b. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- c. Care and attention to health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Parish Council's activities.

## **Arrangements and Responsibilities for Carrying out Health and Safety Policy at Work**

As the Parish Council's Health and Safety Officer, the Parish Clerk will:

- a. Keep themselves informed of relevant Health and Safety Policy legislation and inform the Parish Council accordingly.
- b. Make effective arrangements to implement the Health and Safety at Work Policy.
- c. Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council.
- d. Ensure that regular risk assessments are carried out of working practices and assets and maintain records of risk assessments.

- e. Make effective arrangements to ensure that contractors or voluntary helpers working for the Parish Council comply with all reasonable Health and Safety at Work requirements.
- f. Ensure that work activities by the Parish Council do not unreasonably jeopardise the health and safety of members of the public.
- g. Maintain a central record of notified accidents.
- h. 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.

All employees, contractors and voluntary helpers will:

- a. Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety.
- b. Take reasonable care of their own Health and Safety, use appropriate personal protective clothing and, where appropriate, ensure the appropriate First Aid materials are available.
- c. Take reasonable care for the Health and Safety of other people who may be affected by their activities.
- d. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
- e. Not misuse any plant, equipment, tools or materials so as to cause risks to Health and Safety.
- f. Report any accidents or hazardous incidents to the Parish Clerk.

The Parish Council will take all reasonable steps to ensure:

- a. That information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.
- b. That its work, in all its forms, is done in ways so that members of the public are not put at risk.
- c. That arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
- d. That this policy is brought to the attention of all employees, members of the public, contractors, volunteers and Councillors and is reviewed annually.
- e. That, when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.