

BODENHAM PARISH COUNCIL

HEALTH AND SAFETY POLICY

1. Bodenham Parish Council recognises and accepts its responsibilities as an employer to take all reasonable steps to ensure the health, safety and welfare at work of its employees, contractors, voluntary workers and others who may be affected by its activities.
2. The Council will meet its responsibilities under the Health and Safety at Work Etc Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
3. The Parish Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Parish Council's responsibilities for ensuring safe and healthy working conditions.

AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

4. *To provide as far as is reasonably practicable:*
 - a. A safe place of work and a safe working environment.
 - b. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including risk assessments of working activities.
 - c. Systems of work that are safe and without risks to health.
 - d. Equipment that is suitable and safe to use.
 - e. Arrangements for obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
 - f. Sufficient information, instruction and training for employees, contractors and voluntary workers to carry out their work safely and without risks to health.
 - g. 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 CARRYING OUT THE POLICY

5. *As the Council's Safety Officer, the Parish Clerk will:*
 - a. Keep informed of relevant Health and Safety legislation.
 - b. Advise the Parish Council on the resources and arrangements necessary to fulfil the Parish Council's responsibilities under the Health and Safety at Work Policy.
 - c. Make effective arrangements to implement the Health and Safety at Work Policy.
 - d. Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council.
 - e. Ensure that appropriate risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/ protective measures.
 - f. Make effective arrangements to ensure those contractors or volunteers working for the Parish Council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Parish Council's Health & Safety at Work Policy.

- g. Ensure that work activities by the Parish Council do not unreasonably jeopardise the health and safety of members of the public.
- h. Maintain a central record of notified accidents.
- i. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and, when necessary, submit a report in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- j. Act as the contact and liaison point for the Health and Safety Executive.

6. ***All employees, contractors and volunteers working for the Council 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. (Contractors are expected to have their own Health and Safety policy and to carry out the appropriate risk assessments prior to the commencement of work).
- b. Take reasonable care for their own health and safety, use appropriate personal protective clothing and, where appropriate, ensure that 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 dangerous occurrences to the Clerk.

7. ***Members of the Bodenham Flood Protection Group will comply with the above requirements and, in particular, will:***

- a. Appoint a member (normally the Operations Officer) to act as the Group's Safety Officer who will be responsible for:
 - (1) Making effective arrangements to implement the Health and Safety at Work Policy at the Group's meetings, on its social occasions, and during its working party sessions.
 - (2) Ensuring that the Group's tools are properly maintained and correctly used.
- b. Wear high visibility vests, gloves, waders and other protective equipment, as appropriate, when taking part in working party sessions.
- c. Wear ear defenders, safety glasses and/or safety helmets, as appropriate, when working with, or in close proximity to, power tools, such as strimmers, hedge trimmers, and chain saws.
- d. Ensure that, when working on, or adjacent to, a highway, the appropriate traffic warning signs are deployed and one or more members, as appropriate, act as lookouts to warn of approaching vehicles.
- e. Ensure that they only undertake tasks within their competence given their personal degree of experience, fitness, training and, where necessary, qualification.
- f. Ensure that, when carrying out physical work, they are always accompanied by at least one other adult.

Adopted by the Parish Council on 7 April 2014