

HOPE WITH ASTON PARISH COUNCIL

Health and Safety Policy

Reviewed and Adopted:

Date: 14/7/25

Parish Council Minute: 060/25.2

1.0 Introduction

Hope with Aston Parish Council recognises its responsibilities as an employer for providing a safe and healthy environment for all its employees, contractors, councillors, voluntary helpers and others who may be affected by the activities of the Council.

The Council will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974 and will have regard to health and safety legislation, approved Codes of Practice, Guidance Notes and other relevant information issued by the Health and Safety Executive. It will also follow NALC guidance.

An up-to-date copy of this Policy shall be maintained on Hope with Aston Parish Council's website.

2.0 Purpose

The purpose of this Policy is to ensure that Hope with Aston Parish Council provides, as far as is reasonably practicable:

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

3.0 Organisation Roles and Responsibilities

The ultimate responsibility for health and safety rests with the Councillors of Hope with Aston Parish Council. Day to day responsibility for implementation is delegated to the Clerk. However, all employees have responsibility for health and safety matters during their day to day duties.

3.1 Duties and Responsibilities of Parish Councillors

All Parish Councillors are jointly responsible for the implementation of this Health & Safety Policy, for monitoring the day-to-day administration of the Council's affairs, and ensuring that all insurance policies are in date. The Human Resources Advisory Committee will take the lead on this. In doing so, they will ensure that:

- 3.1.1 a copy of this policy is circulated to all employees, councillors and voluntary workers on appointment. Opportunity will be given to discuss this policy on an individual basis to ensure that it is fully understood and implemented.
- 3.1.2 the Council's activities are monitored to ensure that the objectives of the Health & Safety Policy are being complied with.

- 3.1.3 contracts of employment include compliance with statutory and company health, safety & environmental requirements;
- 3.1.4 all staff have adequate competence and training for carrying out their specific jobs and for ensuring the health, safety and welfare of themselves and those around them;
- 3.1.5 employees, councillors and voluntary workers are aware of the hazards which may exist within the operation of their tasks, and that they fully understand and observe all aspects of the Parish Council's Health & Safety Policy;
- 3.1.6 no employee, councillor or voluntary worker shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless he or she possesses such knowledge or experience, or is under supervision of a competent person having regard to the nature of the work;
- 3.1.7 safe methods of work are adopted;
- 3.1.8 all suppliers comply with Section 6 of the Health & Safety at Work Act (HASAWA) in supplying articles and substances that are safe and without risk to health when properly used and to provide information to enable them to be properly used;
- 3.1.9 any accidents arising out of the Council's activities are recorded, reported and investigated as detailed in the accident reporting procedure;
- 3.1.10 regular inspections of equipment are carried out and necessary records kept.

3.2 Duties and Responsibilities of the Clerk

The Clerk will:

- 3.2.1 Keep themselves informed of relevant Health and Safety Policy legislation and inform the Council accordingly.
- 3.2.2 Ensure sufficient information, instruction, training and supervision to enable all employees to identify and avoid hazards.
- 3.2.3 Ensure that regular risk assessments are carried out where required.
- 3.2.4 Maintain a record of risk assessments.
- 3.2.5 Make effective arrangements to ensure that contractors or voluntary helpers working for the Council comply with all reasonable health and safety at work requirements.
- 3.2.6 Maintain a central record of notified accidents.
- 3.2.7 Ensure that the workplace and equipment is subjected to regular health and safety checks.
- 3.2.8 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.
- 3.2.9 Any health and safety issues that cannot be addressed adequately should be referred to the Chair of the Parish Council or if he/she is unavailable to the Vice Chair.
- 3.2.10 Keep themselves informed of relevant Derbyshire County Council Guidance and regulations on volunteers carrying out work in the parish.

3.3 Duties and Responsibilities of all Employees, Councillors and Voluntary Workers

- 3.3.1 Employees, councillors and voluntary workers have a responsibility to conform to the Parish Council policy and with the Health & Safety at Work etc. Act 1974 and associated legislation.

- 3.3.2 Employees, councillors and voluntary workers have a statutory duty to take reasonable care of the safety and health of themselves and others who may be affected by their acts or omissions and to cooperate with the company to enable it to fulfil statutory obligations. They should also ensure that they are physically fit and technically competent for the work requested of them.
- 3.3.3 Employees, councillors and voluntary workers have responsibility for properly using any safety devices involved in their work. They must not recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- 3.3.4 All accidents and near-miss incidents shall be reported to the Parish Clerk and recorded as soon after the event as possible. Employees, councillors and voluntary workers will also co-operate with the management in investigating all accidents and near misses.
- 3.3.6 Employees, councillors and voluntary workers must request assistance or advice about any area of work that they are not familiar with.

3.4 Duties and Responsibilities of all Contractors

Contractors must comply with the following:

- 3.4.1 Any contractors employed by Hope with Aston Parish Council shall be responsible for conducting themselves safely at all times and in complying with the Parish Council's Health & Safety Policy.
- 3.4.2 Any work carried out must be fully in compliance with statutory legislation and Codes of Practice to ensure the health and safety of their own employees and others on and off site.
- 3.4.3 All tools and equipment that they bring onto site must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary certificates must be available for checking.
- 3.4.4 Any injury sustained whilst on site must be reported to the Parish Clerk immediately.
- 3.4.5 All electrical equipment must have a valid Portable Appliance Test certificate.
- 3.4.6 Contractors must provide written risk assessments and method statements where necessary, before commencing work for or on behalf of the Parish Council.

3.5 Duties and Responsibilities of all Visitors

Hope with Aston Parish Council owes a duty of care to visitors to the Parish Council controlled areas of the villages. Parish Councillors will ensure so far as is reasonably practicable that safe access and egress is available and that that areas are maintained in a safe condition.

4.0 Arrangements

- 4.1 Enforcement agency: The enforcement agency for Local Authorities is the Health & Safety Executive. Any site visit carried out by Statutory Inspectors shall be co-ordinated with the full cooperation of Parish Councillors and any recommendations carried out as soon as reasonably practicable.
- 4.2 Risk Assessments: Risk assessments will be co-ordinated by the Parish Clerk for all tasks to be carried out by employees, councillors and volunteers and also for all public areas and village assets controlled by the Parish Council. These assessments will be recorded, monitored and reviewed annually.
- 4.3 Training: Parish Councillors are responsible for ensuring that appropriate health & safety training is provided for employees, councillors and voluntary workers. The Parish Clerk is responsible for maintaining records of such training.

- 4.4 Accident reporting: The Parish Clerk must be notified immediately if an accident occurs to anyone whilst on Parish Council business. This includes Parish Councillors, employees, voluntary workers, visitors, contractors etc. The Parish Clerk will ensure that the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with. Where required, accidents and near misses shall be investigated by the Parish Clerk and remedial actions recommended to the Parish Council where necessary.

Where the activity which gave rise to the accident is under the control of a nominated Parish Councillor then that person shall assume the responsibilities of the Parish Clerk in the preceding paragraph.

- 4.5 Provision and Use of Work Equipment: If equipment provided by the employer is damaged or faulty the employee is responsible for the immediate return or report of such equipment to the employer for repair or replacement. (Provision and use of Work Equipment Regulations 1998) If the equipment is lost or damaged through negligence, there is an onus on the employee to report such loss or damage immediately.
- 4.6 Procurement of Materials, Equipment & Contractors: Anyone who purchases or hires materials, equipment or contractors on behalf of the Parish Council must ensure that they have read and fully understand this health and safety policy. All suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required. This information must then be passed on to the Parish Clerk in order to be recorded.
- 4.7 Violence/Personal Safety: So as to avoid violence and aggression from members of the public or contractors, all staff should avoid getting into a confrontational situation. Always remain polite, but back off from situations that are potentially dangerous. Any incidents should be reported to the Clerk who may call the police, if it is considered necessary.
- 4.8 Inspections & Documentation Review: An annual inspection of village assets will be carried out and the findings recorded. Any serious defects/items for attention must be actioned immediately. Activity risk assessments, the health and safety policy document and all other health and safety documentation will also be reviewed annually taking into account any changes in personnel, procedural or physical changes.

5.0 Policy Review

Hope with Aston Parish Council will review this Policy as is necessary and appropriate, and at a minimum on a bi-annual basis.