

# Babraham Parish Council

## Health and Safety Policy

### History

		Signed (Chair)	Signed (Clerk)	Minute
Adopted	February 2012			
Reviewed	Annually			
Review	November 2019			1911/14
Review	September 2020			2009/21

### Babraham Parish Council: Health and Safety Policy

#### Introduction and aims

1. *The Health and Safety at Work Act 1974* sets out the general duty of employers, and states the main principle as ‘it shall be the duty of every employer to ensure, as far as is reasonably practical, the health, safety and welfare at work of all its employees.’
2. Babraham Parish Council, in accordance with the requirements of *The Health and Safety at Work Act 1974*, and *The Management of Health and Safety at Work Regulations 1999* accepts its duty to provide and maintain a safe and healthy working environment for its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
3. Babraham Parish Council recognises and accepts its responsibilities as an employer for providing safe and healthy working conditions for all its employees, contractors, voluntary helpers and others paid or unpaid.
4. It is the responsibility of all councillors, employees, contractors and voluntary helpers of the Council to be aware of the following statements on health and safety and of the organisational arrangements made to implement these policies.
5. The Council intends to take all reasonable steps within its power to meet its responsibility and to ensure that:
  - a safe place of work with safe access and egress is provided;
  - plant, equipment and systems of work are designed and maintained to operate and function safely;
  - arrangements are in place for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities;

- sufficient information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment are provided for employees, members of the public, contractors and volunteers to enable such individuals to avoid hazards and contribute positively to their own safety and health at work;
  - arrangements are in place for safe handling, storage and supervisory functions to enable all employees, paid or unpaid, to avoid hazard and contribute positively to their own safety and health at work;
  - it provides a healthy working environment and systems of work with medical advice as necessary;
  - protective clothing and equipment are made available where necessary.
6. The Parish Council is responsible for managing safety, based on this Health and Safety Policy and will ensure that the Health and Safety Policy is reviewed, maintained and adhered to.
  7. The Clerk will keep copies of all risk assessments, method statements and Health and Safety documents, in labelled Health and Safety files.
  8. This Health and Safety Policy will be reviewed annually by the Council.

## Risk Assessments

9. *The Management of Health and Safety at Work Regulations 1999* require employers to carry out risk assessments.
10. A risk assessment should be a practical exercise examining what, in a work environment, could cause harm to people, and should put in place controls to minimise the identified risks.
11. The Health and Safety executive promotes a risk assessment process which follows the five following steps:
  - a. identify the hazards;
  - b. decide who might be harmed and how;
  - c. evaluate the risks and decide on precautions;
  - d. record the findings and implement them;
  - e. review the risk assessment and update if necessary.
12. The Council will conduct an annual review of all risk assessments.
13. The Council will conduct risk assessments for any event it holds and report the findings at a Council meeting.

14. A full record of all risk assessments will be held by the Clerk, including details of any remedial action taken.
15. A written record of any accidents, injuries or incidents will be retained by the Clerk and referred to when completing any risk assessment.

### Individual responsibilities

16. All Councillors, employees or contractors, paid or unpaid, and volunteers are reminded that they have a duty of care for their own safety and that of other workers and other persons who might be affected by their activities or omissions and to cooperate with the Council so as to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of each and every individual employee.
17. Employees, contractors, volunteers and Councillors should:
  - cooperate fully with the aims and requirements of the Health and Safety Policy and comply with Codes of Practice or work instructions for health and safety;
  - seek advice on safety and health matters from the Council;
  - comply with the instructions and procedures for safe working as issued from time to time;
  - take reasonable care for their own health and safety;
  - take reasonable care for the health and safety of other people who may be affected by their activities;
  - make proper use of protective clothing and safety equipment provided on every occasion;
  - report immediately to the Council any defects in plant, structures, equipment or safety procedures which come to their notice;
  - report promptly to the Council any incidents which have led or might lead to injury or damage and cooperate with any investigations which might be undertaken with the object of preventing accidents or re-occurrence of incidents.
18. The attention of employees, contractors, volunteers and Councillors is drawn to the procedures which have already been designed for their own safety regarding:
  - accident reporting;
  - the issue of safety notes dealing with individual hazards.
19. Any matter which appears to contravene the above policy should be reported at once to the Council
20. A copy of this statement will be issued to all employees, contractors, volunteers and Councillors working on behalf of the Council. Note that this Policy will be revised, modified or added to from time to time.