

Roydon Parish Council

Health & Safety Policy

Adopted September 2022

Reviewed March 2026

Next Review Date – on or before March 2029

General Statement of Policy

Our policy is to provide and maintain safe and healthy working conditions, in accordance with The Health & Safety at Work Act (1974) and The Management of Health and Safety at Work Regulations (1998). This includes equipment and systems of work for our employees and volunteers, and to provide such information, equipment, instruction, training and supervision as they need for this purpose.

Our policy is to provide and maintain safe facilities for the public.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the Council's activities change in nature and size.

Responsibilities

Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work Act and Regulations made under the Act and the Occupiers Liability Act is that of the Council. The Clerk is responsible for this policy being carried out.

The Parish Council will take all reasonable steps to ensure that it complies with the law on health, safety and welfare and any relevant Regulations, approved Codes of Practice and Guidance. It will provide the resources to ensure the safety of its employees and others affected by its work. To achieve this the Parish Council will ensure:

- i. That information, instruction, training, supervision, equipment and facilities necessary to achieve safe working are provided.
- ii. That its work, in all its forms, is done in ways that people who are not employees are not put at risk.
- iii. That arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
- iv. That this policy is brought to the attention of all employees and councillors and reviewed from time to time.
- v. That, when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.

Employees and volunteers have the responsibility to help to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee or Councillor notices a health or safety problem which they are notable to put right, they must inform the Clerk.

Employment of Contractors

The notes to be given to contractors are attached as appendix 1.

Reporting and Recording Accidents

All accidents, no matter how small, must be reported in the first instance to the Clerk and details entered in the Accident Book. Thereafter, all such accidents will be brought to the attention of the Council. In the event of a serious injury or dangerous occurrence, the Chair, or in their absence the Vice Chair should be informed immediately.

Appendix 1

Notice to Contractors

For Roydon Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.

You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.

The Council will retain the right to stop any operation and or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety or health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.

The council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.

The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.