



# Helsby Parish Council

---

## HEALTH AND SAFETY POLICY

**Version 14 – adopted by Council 14<sup>th</sup> September 2020  
Last Committee review 24<sup>th</sup> August 2020**

### Introduction

The members of Helsby Parish Council recognise their responsibility to ensure, so far as reasonably practicable, the health, safety and welfare of their employees.

It is the continuing aim of Helsby Parish Council to promote and maintain a high standard of safety, so as to minimise personal injuries and to safeguard the health of their employees and other persons who may be affected by the activities of their employees.

The implementation of this policy is the responsibility of the Parish Council Chairman, Parish Councillors, Parish Clerk and Helsby Parish Council employees.

The Parish Council accepts that it has duties concerning:

- Compliance with all statutory requirements for health and safety at work;
- Suitable and sufficient assessment of risk associated with all Parish Council activities and the reduction of risks to the lowest level as reasonably practicable;
- Adequate training and instruction at all levels, especially in the case of new employees, along with provision of specialist training as necessary;
- Compliance with the COSHH Regulations;
- Provision of first aid equipment and the maintenance of accurate records of injuries/accidents, accident investigation reports and any necessary reports in line with RIDDOR95; and
- The establishment of consultation on health and safety issues in compliance with the Health & Safety (Consultation with Employees) Regulations 1996.

## **Individual Responsibilities**

### Chairman

The responsibility of the Chairman will include, but not be limited to, the following:

1. Ensure the Parish Council Health and Safety Policy is complied with;
2. Promote health and safety considerations;
3. Authorise provision of adequate funds to meet the requirements of the Safety Policy; and
4. Set a personal example.

### Parish Councillors

The responsibility of the Parish Councillors will include but not be limited to, the following:

1. Understand the Parish Council Health and Safety Policy;
2. Authorise the provision of equipment and facilities to meet the policy requirements;
3. Authorise appropriate training courses to ensure that all employees are competent to carry out their duties; and
4. Set a personal example.

### Parish Clerk

The responsibility of the Parish Clerk will include, but not be limited to, the following:

1. Understand the Parish Council Health & Safety Policy;
2. Recommend and arrange for appropriate training to ensure that all employees are competent to carry out their duties;
3. Ensure that all current legislation, codes of practice etc. are being observed and implemented. Ensure that safety legislation and information is distributed to personnel under their control;
4. Ensure relevant statutory records are maintained;
5. Assist with the preparation of specific risk assessments and method statements;
6. Maintain and review the provision of first-aid personnel and equipment;
7. Ensure that all machinery and equipment is properly inspected, tested and maintained and that machine guarding is suitable and adequate. Arrange for PAT Testing in accordance with statutory requirements; and

8. Set a personal example.

### Employees

The responsibility of the employees will include, but not be limited to, the following:

1. Understand the Parish Council Health and Safety Policy;
2. Adopt safe systems of work and develop a concern for the health and safety of themselves and others;
3. Co-operate with the Parish Clerk to enable the Parish Council meet its health and safety obligations;
4. Ensure that only the correct equipments, tools and personal protective equipment for the work in hand is utilised;
5. Avoid improvisation and ensure that work is carried out in accordance with current legislation, codes of practice guidance notes and Parish Council procedures etc;
6. Report any adverse conditions or inadequate procedures that could affect health and safety, to the Parish Clerk;
7. Be aware of first aid arrangements and of the procedure for reporting accidents; and
8. Set a personal example.

### Legal Requirements

#### Individual Legal Responsibilities

Every individual is reminded of their legal duties under the Health and Safety at Work Act 1974 as follows:

#### **Section 7 General Duties of Employees at Work**

It shall be the duty of every individual while at work.

1. To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
2. As regards any duty or requirement imposed by their employer or other person by or under any Statutory Provisions, to co-operate with them to enable that duty or requirement to be performed or complied with.

#### **Section 8 Duty not to Interfere with or Misuse Things Provided Pursuant to Certain Provisions.**

No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of Statutory Provisions.

Individual employees also have duties under other specific legislation such as: The Management of Health and Safety at Work Regulations 1999.

## **Regulation 12      Employees Duties**

Manual Handling Operations Regulations 1992.

## **Regulation 5                      Duty of Employees**

Personal Protective Equipment at Work Regulations

## **Regulation 10 (2)**

Duty to use PPE in accordance with training and instruction.

## General

All activity at work and on site is regulated by legislation.

The Health and Safety at Work Act 1974, provides a cornerstone of legislation to ensure high standards of Health and Safety for persons at work, or other persons who may be affected by our operations.

It is an enabling act which provides a system of summary and indictable offences, for which fines of up to £20,000.00 can be imposed by Magistrates Courts, or unlimited fines by the Crown Courts.

HSE Inspectors may issue Improvement or Prohibition Notices where they consider a breach of law has occurred.

Individual employees are reminded of their legal duties under the Health and Safety at Work Act 1974. (Refer to previous pages of this Policy).

Other legislation / regulation relevant to Parish Council activities include: -

- The Noise at Work Regulations 1989
- The Control of Substances Hazardous to Health Regulations 1994
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment Regulations 1992
- Work Place (Health, Safety & Welfare) Regulations 1992
- Health & Safety (Display Screens Equipment) Regulations 1992

Signed.....  
Chairman-Helsby Parish Council

Signed.....  
Chairman-Finance Committee-Helsby Parish Council

Signed.....  
Clerk / RFO of Helsby Parish Council

Approved at Council meeting on : .....