



**East Boldre Parish Council**  
**HEALTH AND SAFETY POLICY**

- 1. East Boldre Parish Council aims to ensure, as far as reasonably practicable: -**
  - 1.1. the health, safety and welfare at work of all personnel that is, employees, voluntary workers, councillors, visitors and allotment holders;
  - 1.2. that equipment and systems of work are safe and without risk to health;
  - 1.3. that the use, handling, storage and transport of articles and substances is safe and without risk to health;
  - 1.4. that relevant information and instruction manuals are available for personnel;
  - 1.5. that the place of work is maintained in a condition that is safe;
  - 1.6. that the working environment is without risk to health;
  - 1.7. that facilities available for public use are safe.
- 2. Organisation and Responsibilities: -**
  - 2.1. The Parish Clerk will act as Safety Officer and the amenities working party will oversee matters of health and safety.
  - 2.2 The Safety Officer's duties are: -
    - 2.2.1 to advise the Council on the application of the Health and Safety rules and regulations;
    - 2.2.2. to see, as far as reasonably practicable, that safe working practices are observed;
    - 2.2.3 to ensure all personnel are aware of their responsibilities;
    - 2.2.4 to monitor and to receive from personnel, information about new dangers so as to ensure appropriate measures are taken.
  - 2.3 The responsibility for Health and Safety is that of the Council.
- 3. All personnel have a duty to ensure that high standards of health and safety are achieved and maintained. The Health & Safety at Work Act 1974 requires personnel: -**
  - 3.1 to take reasonable care for the health and safety of him/herself and other people who may be affected by his/her acts or omissions at work;
  - 3.2 to co-operate with the Council so far as is necessary to enable them to undertake their duties or requirements under the Act;
  - 3.3 to make proper and effective use of anything provided by the Council for the purposes of health, safety and welfare,
  - 3.4 to report to the Safety Officer anything they perceive to be a hazard.
  - 3.5 to read the policy document and risk assessments every year, signing to say they have done so.
- 4. It is the right of all personnel to know the risks involved in any operation or process that they are concerned with, directly or indirectly and to be informed of all rules or other**

safeguards intended to ensure their health, safety and well-being whilst employed by or acting for the Council.

**5. Training** will be undertaken should it become necessary and in line with legal requirements.

#### **6. Accidents**

All accidents will be recorded by the parish clerk. Any accident resulting in injury requiring treatment by a hospital or doctor must be reported to the Clerk or Chairman of the Council who will decide whether to notify the Health and Safety Executive. (There is a statutory duty to report accidents to the HSE when the person affected is off work for more than 3 days.)

#### **7. General Safety Rules**

Where particular processes, types of machine, materials or types of work require specific precautions, these are recorded in the risk assessment schedules of the Council

#### **8. Fire and Chemical Hazards**

Smoking is strictly forbidden on any Council premises ~~land~~ or when undertaking work for the Council. If any use of chemical should be required, they must be handled appropriately according to the COSHH assessment. Fire and chemical risks on the allotments are controlled as laid out in the risk assessment.

#### **9. Machinery and Equipment**

No personnel are permitted to use any Council equipment before they have received training. Any machinery and equipment used on the allotments are controlled as laid out in the risk assessment.

#### **10. External Contractors**

Contractors carrying out work should carry out a risk assessment of the work they are undertaking. If they have fewer than 5 employees they are not required to record that assessment, but should be asked to confirm that they have thought about the risks of the job they are to do and have considered any measures that might reduce that risk. They must also sign a copy of 'Third party use of Council facilities' policy.

#### **11. Audit and Review**

11.1 The Amenities working party will ensure that, if new working practices or new equipment are introduced, a risk assessment is carried out and any necessary precautions are identified. Those carrying out the work or using the equipment are to be briefed on the risks and the precautions to be observed.

11.2 The Amenities working party will review safety precautions after any accident.

11.3 Health and Safety arrangements will be reviewed annually. The Amenities working party will consider:

11.3.1 the accident record;

11.3.2 whether existing risk assessments are still valid;

11.3.3 whether existing precautions are adequate;

11.3.4 whether any new working practices or new equipment have been introduced which need to be covered by this policy.

11.4 If any changes are necessary this policy statement will be updated accordingly.

11.5 Personnel will be briefed every year on current health and safety matters. They must then read this policy statement and sign to say that they have done so.

#### **12. The Law**

Health and Safety (First Aid) Regulations) 1981

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

**CONFIRMATION BY PERSONNEL ACTING ON BEHALF OF EAST BOLDRE PARISH COUNCIL**

I confirm that I have read this document so far as it is relevant to my duties and that I will conform to the requirements of Council.

Signature.....Date.....

Adoption date	15/05/2010
Review Date 1	10/07/2012
Review Date 2	11/03/2014
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Review Date 4	16/03/2018
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