

# Yarnscombe Parish Council

## Health and Safety Policy



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## Document History

Version	Date	Author	Reason for Change
0.1	20/04/2019	Richard Pengilley	First draft.
1.0	23/05/2019	Richard Pengilley	First formal issue following councillors' approval, 22/05/2019.

### Notes

1. Use of the word "Chairman" (and similar) in this document should not be taken to assume that women are precluded from taking such a role.

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## 1 Introduction

This document specifies the policy of Yarnscombe Parish Council (“the Council”) regarding the health and safety of its councillors, staff and members of the public.

## 2 Principles

The Council recognises that it has a legal duty to protect the health and safety of its councillors, staff and others who may be affected by the Council’s activities. In order to fulfil its obligations the Council will:

- define clear responsibilities for health and safety within its organisational structure;
- ensure that risk assessments are carried out for hazardous equipment, substances or activities;
- provide adequate control of the health and safety risks relating to the use of such equipment, substances or to such activities;
- ensure that all its equipment is properly maintained;
- provide or obtain adequate training in the use of its equipment;
- ensure that all its hired external contractors are competent to carry out the tasks requested of them with due regard for the health and safety of themselves and anyone within their working area;
- seek to involve all councillors and staff in the continuing development and implementation of this policy. See also subsection 6.1.

## 3 Duties

It is the responsibility of all councillors, staff and hired external contractors to co-operate in the implementation of this Health and Safety Policy within their areas of influence. All have a legal duty to ensure their own safety and that of others (e.g. colleagues, visitors, contractors) under the Health and Safety at Work etc. Act 1974. They must therefore:

- comply with any safety instructions and directions issued by the Council;
- take reasonable care for their own Health and Safety and that of other persons (e.g. other councillors, staff, contractors, visitors etc.) who may be affected by their acts or omissions, by observing applicable safety rules;
- cooperate with the Council to ensure that the aims of the Health and Safety Policy are achieved;
- use equipment or protective clothing in accordance with any training they have received;
- report and cooperate in the investigation of all accidents or incidents that have led to or may lead to injury;
- report any potential risk or hazard or malfunction of equipment to the Chairman of the Council and to the Clerk.

## **4 Members of the Public**

- 4.1 The Council recognises that members of the public use its services or attend its meetings. The Council takes seriously its responsibility to these people and affirms that their health and safety will be treated with the same concern as that of councillors and staff.

## **5 Organisational Responsibilities**

- 5.1 The responsibilities of the Clerk to the Council include communicating the policy and its implementation to staff and councillors, monitoring its implementation, and advising the Chairman on health and safety matters requiring attention.
- 5.2 The cooperation of all councillors and employees is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives and for ensuring compliance with relevant statutes and codes of practice lies with the Council.
- 5.3 Intentional breaches by a councillor or member of staff of the provisions or spirit of this policy will be regarded as misconduct and could lead to disciplinary action in accordance with the Discipline section of the Council's Grievance and Discipline Procedures document.

## **6 Monitoring**

- 6.1 This document will be reviewed at each Annual Parish Council Meeting and any required changes incorporated in a reissue. In addition, any parish councillor or member of staff may raise a written proposal at any intermediate parish council meeting to modify or add to the document.