



TRAWDEN FOREST
PARISH COUNCIL

HEALTH & SAFETY POLICY

Prepared by : Adele Waddington
Trawden Forest Parish Clerk and RFO

Adopted by all Councillors at the meeting on : May 2024
Review Date : May 2026

Contents

Section 1	- Health, Safety and Welfare Policy	Page 3
Section 2	- Organisation	Page 3
Section 3	- Employees' responsibilities	Page 4
Section 4	- Health, Safety and Welfare Assistance	Page 4
Section 5	- External Contractors	Page 4
Section 6	- Monitoring and Auditing	Page 5
Section 7	Review of Policy	Page 5

Section 1 – Health & Safety Policy

1.1 Trawden Forest Parish Council is committed to providing a safe and healthy working environment for both our employees and all others affected by our activities. As the provision of services increase, this policy will be kept under review and, where appropriate, service specific policies developed.

1.2 The members of Trawden Forest Parish Council accept their responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the Health, Safety and Welfare of all employees, contractors, visitors and users of premises, and others who may be affected by the Council's activities. The overall aim is to prevent accidents, injury or ill health.

1.3 Trawden Forest Parish Council declares its intention to comply with the requirements of the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999, Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013, Workplace (Health and Safety and Welfare) Regulations 1992 and all other relevant statutory regulations.

1.5 This will be achieved by:-

- Providing and maintaining workplaces and work environments with risk levels as low as is reasonably practicable regarding the Health and Safety of any employee, contractor, visitor, or user of Council premises.
- Assessing the risks to the Health and Safety of employees and others who may be affected by its work activities, with significant risks identified through suitable and sufficient risk assessment.
- Recording the significant findings of the risk assessments and make them available to employees, contractors and other users of premises.
- Compiling and implementing practical Health and Safety safe working procedures that are based on risk assessments.
- Providing, storing, and maintaining, where appropriate, equipment, tools and plant, which are inspected to be safe, fit for purpose, and without undue risk to health.
- Informing employees, contractors, visitors and users of premises of the risks associated with its work activities by means of notices and instructions, and to clearly describe the work methods necessary to minimise the likelihood of ill health or injury.
- Providing and maintaining, where appropriate, safety equipment and protective clothing and ensure that employees are informed of their obligation in respect of its use.
- Providing first aid equipment, facilities and training, and to make other necessary emergency provisions to ensure the Health and Safety of all employees, visitors and others allowed access to the Council's premises (Health and Safety First Aid Regulations 1981).
- Having a procedure for the recording of all accidents and instances of ill health occurring as a result of the Council's activities, and ensuring that such incidents are investigated.
- Providing adequate welfare facilities and related arrangements that may be necessary to ensure the welfare of employees whilst at work.
- Advising all employees, contractors and users of premises of their obligations in Health and Safety matters, and the penalties for acting in such a way as to endanger the safety or health of themselves or others.
- Ensuring every employee is issued with a copy of this policy, which will be reviewed on a regular basis by the appropriate Committee.

Section 2 - Organisation

2.1 The primary responsibility for Health and Safety matters within the authority lies with the Parish Clerk. Where responsibility is delegated to others for service delivery, including event delivery, it is their duty to ensure the Health and Safety of all employees.

2.2 The Parish Clerk and Responsible Financial Officer will ensure that adequate financial and other resources are made available to support and implement the Policy.

2.3 The Parish Clerk will ensure that those officers of the authority delegated with Health and Safety responsibility will receive appropriate training in order to be able to carry out their duties responsibly and if necessary, appoint competent persons to assist the Council to apply the provisions of Health and Safety legislation.

2.4 The Parish Clerk shall ensure that those not in the employ of the Council, including the general public, are not exposed to significant risks to their safety or health when on Council premises or at events organised by or on behalf of the Parish Council.

2.5 The Parish Clerk will also ensure that any additional services being delivered, that require specific Health and Safety policies will, if not already available, be available prior to assuming responsibility for such additional service delivery.

2.6 The approval of this Policy and subsequent amendments falls within the jurisdiction of the HR Committee.

Section 3 – Employees’ Responsibilities

3.1 All employees have responsibilities under current Health and Safety legislation:-

- To positively contribute towards improving Health and Safety performance.
- To take reasonable care of their own Health and Safety.
- To give due consideration to others whose Safety and Welfare may be affected by their acts or omissions at work.
- To undertake Health and Safety training as requested, including refresher training and to work in accordance with information, instruction and training provided.
- To use personal protective equipment supplied as required by statute, policy or mutual agreement.
- To report any hazardous defects in plant or machinery or any shortcomings in existing safety arrangements.
- To report any accidents or near misses to management at the earliest opportunity.
- To use all equipment correctly and refrain from misusing or recklessly interfering with equipment that has been provided for Health and Safety reasons.

Section 4 – Health, Safety and Welfare Assistance

4.1 The Parish Clerk will be the first point of contact to seek:-

- Advice, support and guidance
- Advice on interpretation and application of health and safety legislation.
- Advice on investigating the cause and circumstances of serious accidents and incidents.
- Advice on Risk Assessments and control measures
- Advice on liaising with The Health and Safety Executive

4.2 The Parish Clerk will monitor Health, Safety and Welfare performance and has the authority to enter any Trawden Forest Parish Council premises for the purpose of ensuring compliance with this policy.

4.3 Any employee with a complaint about safety issues should refer the matter to his/her immediate line manager who in turn will provide a direct response to the complainant. If not satisfied, the complaint may be escalated to the Parish Clerk and if still not satisfied may be heard by the HR Committee in private session (notwithstanding any provision set out in the Grievance Procedure).

Section 5 - External Contractors

5.1 All contractors used by Trawden Forest Parish Council must demonstrate their Health and Safety competence and where requested provide specific Risk Assessments and Method Statements (RAMS) of how they intend to carry out their work safely. These documents will be reviewed by relevant Council Officers to ensure they meet minimum standards.

5.2 Contractors' Health and Safety performance will be monitored and if they have poor Health, Safety or Welfare performance they will be excluded from undertaking any further work for the Council.

Section 6 - Monitoring and Auditing

6.1 The principles of Managing for Health and Safety (HSE guidance - HSG 65) will be used as the practical guide for implementation of the Health and Safety systems for Trawden Forest Parish Council.

6.2 As Trawden Forest Parish Council assumes responsibility for additional services to deliver, the Parish Clerk will continue to monitor Health and Safety to ensure that standards achieved in the workplace conform to this Health and Safety Policy and, where appropriate, introduce additional monitoring and auditing processes.

6.3 An annual report may be submitted to the HR Committee regarding the Council's safety performance and conformity to good practice.

6.4 The authority may at the discretion of the HR Committee arrange for an independent Health and Safety Audit to be undertaken should the level of activities substantially increase or concerns be expressed about adherence to this Safety Policy.

Section 7 - Review of Policy

7.1 This Policy will be reviewed, added to or modified as required from time to time but in any event at least every two years, or on each subsequent addition of a major service for delivery.