



# WEASENHAM PARISH COUNCIL

## Health and Safety Policy

Adopted May 2024  
Due for review May 2025

## **1. Introduction**

The Health and Safety at Work etc Act 1974, Section 2(3) states ...

*“Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all his employees.”*

The Employers’ Health and Safety Policy Statements (Exception) Regulations 1975/1584 confirms that employers with fewer than 5 employees are exempt from the s.2(3) duty, however, as a matter of good practice, Weasenham Parish Council has chosen to put in place a Health and Safety at Work Policy.

## **2. General Statement**

Weasenham Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, Councillors, contractors, voluntary helpers and others who may be affected by the activities of the Council.

The Council will abide by the directions set out in the Health and Safety at Work etc Act 1974 and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

The Council will seek, as and when appropriate, expert technical advice on health and safety to assist the Clerk in fulfilling the Council’s responsibilities for ensuring safe working conditions.

## **3. Aims of the Health and Safety at Work Policy**

To provide, as far as reasonably practicable:

- A safe place of work and a safe working environment.
- Arrangements for considering, reporting, and reviewing matters of health and safety at work, including regular risk assessments of work activities.
- Systems of work that are safe and without risks to health.
- Obtaining specialist technical advice and assistance on matters of health and safety when necessary.
- Sufficient information, instruction and training for employees, contractors, and voluntary helpers to carry out their work safely.
- Care and attention to the health, safety and welfare of employees (including their mental wellbeing). Under the Health & Safety at Work Act, 1974, employers have a general duty of care to safeguard their employees.

- Care and attention to the health, safety and welfare of contractors, voluntary helpers, and members of the public who may be affected by the council's activities.

#### **4. Arrangements and responsibilities for the carrying out of the Health and Safety at Work Policy**

As the Council's Safety Officer, the Clerk will:

- Keep themselves informed of relevant health and safety policy legislation.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.
- Make effective arrangements to implement the Health and Safety at Work Policy.
- Ensure that relevant matters of health and safety are discussed at meetings of the Parish Council.
- Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures. Consider requesting contractors to supply a written method statement prior to starting major works.
- Maintain a file of risk assessments.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Council's Health & Safety at Work Policy.
- Ensure that all independent contractors are competent to undertake the work and request that they have public liability insurance cover and appropriate risk assessments in place.
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified accidents.
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Inspectorate.

All employees, contractors and voluntary helpers will:

- Cooperate fully with the aims and requirements of the Health and Safety at Work Policy.

- Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.
- Take reasonable care for the health and safety of other people who may be affected by their actions or omissions.
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
- Not misuse any plant, equipment, tools, or materials so as to cause risks to health and safety.
- Report any accidents or hazardous incidents to the Clerk.