

DORCHESTER PARISH COUNCIL

HEALTH AND SAFETY POLICY

1. Introduction

1.1. This policy sets out the general principles and approach that the Parish Council will follow in respect of Health and Safety legislation for premises and activities for which it is responsible.

2. Scope of the policy

2.1 The Parish Council aims to protect the health, safety and welfare of employees, contractors, residents and members of the public within its area, who may be affected by the Council's activities.

2.2. The Parish Council will ensure that the buildings and amenities belonging to the Council are properly managed and will set up and monitor appropriate Health and Safety policies and procedures for the protection of the public.

2.3. Councillors are required to take reasonable care of their own Health and Safety when carrying out duties on behalf of the Parish Council.

3. Employees

3.1 The Parish Clerk, as an employee of the Parish Council, is expected to work from home, and will ensure that he/she works in a safe working environment.

3.2 This includes observing the legal recommendations for safe handling, the use of computer equipment, and workstation design.

4. Contractors and Volunteer Workers

4.1. The Parish Council will ensure that any contractors or Volunteer Workers employed to carry out work on behalf of the Council have adequate and appropriate public liability insurance and observe COSHH and Health and Safety policies.

4.2 Contractors and Volunteer Workers will report to the Clerk or any nominated Councillor any hazard or situation encountered during their work, which may affect members of the public.

5. Environment

5.1 The Parish Council will ensure that, as far as possible, the parish remains a safe and pleasant environment for its residents.

5.2. The Parish Council will obtain Health and Safety advice for any projects or pieces of work where it is considered that this could affect the general public.

5.3 The Council will ensure that any work activities carried out on its behalf do not unreasonably jeopardise the Health and Safety of the general public.

6. Risk assessment

6.1 The Parish Council will carry out a risk assessment of all its assets and activities and review this annually.

6.2 The Council will set up and monitor policies and procedures to reduce any risks that are identified.

7. Council Safety Officer

7.1 The Parish Council will appoint a Safety Officer who will:

- Keep 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 matters of Health and Safety are regularly 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, summarised in the Minutes.
- 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 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.

8. Review of the policy

8.1. This policy was approved by the Parish Council at its meeting on 11th October 2023 and will be reviewed annually