



CORHAMPTON & MEONSTOKE PARISH COUNCIL

Health and Safety Policy

Adopted March 2022

Corhampton & Meonstoke Parish Council recognises and accepts its responsibilities to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, contractors, voluntary helpers, members of the public and others who may be affected by the activities of the Council.

The Council will meet its obligations under the Health and Safety at Work Act 1974, and will provide, as far as is reasonably practicable, the resources, expert technical advice (where necessary) and appropriate information, instruction and training to assist the Clerk and others in fulfilling these requirements.

This policy will be reviewed and updated regularly or following any major changes in legislation, procedures or personnel.

1. Responsibilities

As the Council's (acting) Safety Officer, the Clerk will:

- Keep informed of relevant health and safety legislation.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
- Make effective arrangements to implement the Health and Safety 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 and facilities, with subsequent consideration and review of any necessary corrective/protective measures.
- Maintain a file of any relevant 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 requirements.
- 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, available for inspection if required.
- 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 Executive.

All employees, contractors and voluntary helpers will:

- 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 activities.



- Cooperate fully with the aims and requirements of the Council's Health and Safety Policy.
- Comply with Codes of Practice or work instructions for health and safety.
- Undertake any training in health and safety-related subjects to ensure that they are competent to carry out their duties
- 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.
- Report any accidents or hazardous incidents to the Clerk.

2. Specific Arrangements

Display Screen Equipment

- Display screen equipment and act to minimise such risk and bring to the attention of their employer any concerns. Employees are entitled to ask the employer to provide an eye test and receive training in the correct use of computers, the positioning of desk, chair and monitor where they **habitually** use DSE as a **significant** part of your normal day-to-day work. Where use of DSE does form a **significant** part of each day's work and prescription glasses are required specifically to carry out that work, then the employer will reimburse costs as the law provides.

Electrical Safety

- The Parish Council does not own any portable appliances. PAT regulations do not apply.

Hazardous Substances

- Hazardous substances (such as weed killers or pesticides) used by any contractor to be kept in suitable conditions, and in a locked container if necessary. Personal Protective Equipment (PPE) should be worn in accordance with instructions for use.

Manual Handling

- Corhampton & Meonstoke Parish Council follows the Health and Safety Executive guidelines for lifting and no employee/volunteer is expected to lift over 25kg without assistance.

Vehicle Safety

- No person to drive or operate machinery on Corhampton & Meonstoke Parish Council business unless authorised to do so and holding the appropriate licence.
- Vehicles are only to be used for the purposes intended.

Pregnancy

- Should any employee notify Corhampton & Meonstoke Parish Council that they are pregnant, a risk assessment will be carried out on their work according to the requirements of the Health and Safety at Work Regulations 1999.