



Baughurst Parish Council

Health and Safety at Work Policy

INTRODUCTION BY BAUGHURST PARISH COUNCIL

This is version 2 of the Baughurst Parish Council Health and Safety at Work Policy which has been updated from Version 1.

This Health and Safety at Work Policy was adopted by the council at its meeting held on 24th November 2022.

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

The Council will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974.

If appropriate, the Council will seek expert technical advice on health and safety matters

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1. AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

To provide as far as is reasonably practicable:

- a A safe place of work and a safe working environment.
- b Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- c Care and attention to health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

2. ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT HEALTH AND SAFETY POLICY AT WORK

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

- a Keep informed of relevant health and safety Policy legislation and inform the Council accordingly.
- b Make effective arrangements to implement the Health and Safety at Work Policy.
- c Ensure that matters of health and safety are regularly discussed at meetings of the Parish Council.
- d Ensure that regular risk assessments are carried out of working practices and assets and maintain records of risk assessments.
- e Make effective arrangements to ensure that 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 and Safety at Work Policy.
- f Ensure that work activities by the Council take reasonable measures to ensure the health and safety of members of the public.
- g Maintain a central record of notified accidents and notify the Council appropriately.
- h 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. Notify the Council of such



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incidents and the actions taken and take appropriate action to amend relevant risk assessments.

All employees, contractors and voluntary helpers will:

- a Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for health and safety.
- b Take reasonable care of their own health and safety, use appropriate personal protective clothing and, where appropriate, ensure the appropriate First Aid materials are available.
- c Take reasonable care for the health and safety of other people who may be affected by their activities.
- d Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
- e Not misuse any plant, equipment, tools or materials so as to cause risks to health and safety.
- f Report any accidents or hazardous incidents to the Clerk.



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APPENDIX 1 AMENDMENT HISTORY

These are the amendments to the version one of the Health and Safety at Work Policy last reviewed in November 2022.

Reference	Amendment
Introduction	A revised introduction has been added by Baughurst Parish Council and includes a general statement about responsibilities.
All sections	Minor typographical changes.
1.e	Removal of requirement to use specific letter when providing a copy of the policy.
2.f	Text changed to positive approach.
2.g	Requirement for Clerk to notify the Council added.
2.h	Requirement for Clerk to notify the Council of incidents and to take appropriate remedial action.

Reviewed: November 2022

Review date: November 2023