



ECCLESFIELD PARISH COUNCIL

Serving your Community Since 1894

HEALTH AND SAFETY POLICY

General Statement of Policy

Ecclesfield Parish Council ('the Council') recognises its obligations to comply with the Health and Safety at Work Act 1974 and subsequent legislation, to ensure health and safety in the workplace for its employees, councillors, visitors and others. This includes:

- A safe system of work
- Safe equipment
- Carrying out risk assessments to minimise risk factors
- Providing relevant instruction, training and management of employees and councillors
- Providing staff welfare facilities.

The Council will take all reasonable steps to ensure that it complies with the law on health and safety and any relevant regulations, approved Codes of Practice and Guidance. It will provide the resources to ensure the safety of its employees, councillors and others affected by its work.

The Council will take all reasonable steps to ensure:

- That information, instruction, training, supervision, equipment and facilities necessary to achieve safe working are provided
- That its work, in all its forms, is done in ways that people who are not employees (including councillors) are not put at risk
- Those arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare
- That this policy is brought to the attention of all employees, councillors and relevant others and reviewed from time to time
- That, when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.

Responsibilities and Arrangements for Health and Safety Management

The Council, as the employer, has overall and final responsibility for health and safety matters and for ensuring compliance with the health and safety legislation. However, the day-to-day responsibility and functions is delegated to the Clerk.

The Clerk

The Clerk has overall responsibility for ensuring that the health and safety policy is adhered to in the Council. This includes ensuring that:

- Risk assessments are undertaken and reviewed for all activities that may result in harm, that control measures are identified, implemented and communicated
- Line managers are aware of their responsibilities to their staff
- Employees and councillors where appropriate receive sufficient information, training and supervision on health and safety matters and that records are kept of such training
- Employees and councillors where appropriate have adequate time, resources and equipment to carry out tasks safely
- Employees and councillors understand that, should they have any health or safety concerns, they have a duty to report them and (if appropriate) cease work until adequate arrangements are in place
- Arrangements are in place to monitor the maintenance of the premises and equipment and working practices
- Employees, councillors and others, who undertake any health and safety work or monitoring on behalf of the Council, have the time, facilities and resources to carry out their business effectively
- Accidents are recorded, investigated and reported to the Council and other statutory bodies
- The regular testing of fire alarms and fire drills are undertaken and employees and councillors are aware of the fire alarm, fire drill and other health and safety procedures
- Health and safety posters are displayed where they can be seen easily on Council premises.

The Competent Person

The Clerk will appoint from amongst the Council's employees, at least one additional 'Competent Person' as defined in the Management of Health and Safety at Work Regulations 2014.

The Competent Person will report to the Clerk and will assist in assessing the health and safety risks to Council employees, councillors, visitors and any others, and devising and applying measures to improve health and safety. The Clerk will ensure that the Competent Person has adequate time, information, training and resources to undertake their duties.

The Clerk will ensure that employees and councillors are informed who the Competent Person is, and that their name and contact details are prominently displayed in the Council Offices.

Employees

Employees and councillors must take reasonable care of themselves and others who may be affected by their actions and comply with the Council's policies and procedures for managing health and safety.

Employees and councillors must not intentionally or recklessly interfere with anything provided for their health, safety and welfare. Serious breaches of the Health and Safety policy and procedures (e.g., misusing equipment, deliberately putting someone else's safety in danger) will be dealt with through the Council's Disciplinary Procedure, or Code of Conduct scheme where it relates to the actions of a councillor.

Whenever an employee or councillor notices or is notified by another of a health or safety issue, they must immediately inform the Clerk and/or the Competent Person for them to record and investigate the issue and take appropriate action.

Health, safety and welfare matters may be raised by any employee at team meetings, or a Councillor at any Council meeting.

Finance, Premises and Staffing Committee

The Finance, Premises and Staffing Committee will oversee the implementation of, and have strategic responsibility for, the operation of this Policy and associated procedures and its promotion. This includes considering:

- Accident records, and subsequent investigations and action
- The need for, and outcomes from, health and safety inspections of the workplace by Council staff and external bodies
- Health and safety policy and procedures (including risk assessments)
- The health and safety training needs of the Council
- Changes in the law, regulations and the workplace affecting the health, safety and welfare of employees

Duties to non-employees including Councillors

The Council will ensure that the health and safety of non-employees (e.g. councillors, members of the public, contractors and visitors) are not put at risk.

First Aid

The Clerk in conjunction with the Competent Person will undertake on at least an annual basis a first aid-needs assessment to establish what level of first aid needs is required, in accordance with Government guidance and best practice. Training will be provided to help them fulfil these duties.

Reporting and Recording

The Clerk is responsible for ensuring accurate record keeping in accordance with current Health and Safety Regulations.

All accidents, no matter how small, must be reported in the first instance to the Clerk or the Competent Person who will ensure that the details are entered in the Accident Book. All such accidents will be brought to the attention of the Finance, Premises and Staffing Committee. In the event of a serious injury or dangerous occurrence, the Chair of the Finance, Premises and Staffing Committee should be informed immediately.

Use of Display Equipment (DSE)

If spectacles are required specifically for the use of Display Screen Equipment (DSE) based on advice from an optician, then the Council will pay for a basic pair of glasses up to a value of £50 or make a contribution of a same amount to a more expensive pair of glasses.

Adopted by Council: May 2025

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