

POLICY: HEALTH, SAFETY, ACCESSIBILITY and WELLBEING

PURPOSE: To provide a policy framework and a formal statement of the commitment of Melbourn Parish Council to the Health, Safety, Accessibility and Wellbeing of all to whom it has a duty of care.

SCOPE: This Policy applies to councillors, employees, service providers and contractors; also to the general public who use Parish Council buildings or are in contact with activities carried out by or under the direction of the Council.

The scope includes the physical safety of individuals, together with protection of their general physical and mental wellbeing; also the protection of persons with disabilities, such as reduced visual acuity or mobility.

The scope includes, in particular, the protection against Fire (see policy point (c) below).

POLICY – Statement of Intent:

Melbourn Parish Council recognises and accepts its responsibilities both as a public body and as an employer for providing a safe and healthy working environment for all its employees, service-providers, contractors, voluntary helpers and others who may be affected by the activities of the Council.

The objective will be achieved through a commitment to the following principles:

- (a) Meeting the legal duties under the Health and Safety at Work Act 1974 and as subsequently amended through Statutory Instruments
- (b) Providing the necessary resources
- (c) Working with partner organisations, such as the Community Hub Management Group and external technical advisors
- (d) Adopting the Aims and Responsibilities as set out in the sections that follow: -

1. The AIMS of this Policy are to:

- 1.1 Establish and maintain effective processes and procedures in order to secure safe systems of work and a healthy working environment.
- 1.2 Complete effective Risk Assessments and implement all necessary control measures. Risk Assessment will include those for specific tasks (for example cutting equipment), protection of general health (for example COSHH and Legionella testing and monitoring), Lone Working (see Policy 5.07) and for safe access and egress of persons with reduced mobility or other disability.
- 1.3 Consult with employees and others in decisions of health and safety, acting on feedback where appropriate.
- 1.4 Provide information, instruction and training to workers to support Health and Safety at Work.
- 1.5 Maintain and review policy and procedures ensuring these are up to date, as legal requirements, systems, methods and individually affected persons and roles change with time.
- 1.6 Ensure safety arrangements meet the needs of all those to whom the Council has a duty of care. This includes considering accessibility and supporting the general aims of equality and inclusion.

2. The Responsibilities under this Policy are:

2.1 The Parish Council will

- a) Ensure that the Council's safety arrangements achieve the aims of this Policy, in line with the approach set out in the statement of intent.
- b) Receive the advice of external competent safety advisors and take appropriate action.
- c) Ensure that any weaknesses in the safety arrangements are identified and resolved as appropriate.
- d) Work with partner bodies, raising concerns as covered by this Policy document and achieving the necessary resolutions.
- e) Review and maintain all policies and procedures covered by this Policy.
- f) Ensure that such Policy matters are discussed and agreed in public by the Council.

2.2 The Clerk to the Council will

- a) Keep themselves informed of relevant health and safety legislation.
- b) Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
- c) Make effective arrangements to implement the Health and Safety Policy.
- d) Ensure that matters of health and safety are regularly discussed at meetings of the Parish Council.
- e) 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 risk assessments, summarised in the minutes.
- f) Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements.
- g) Advise contractors they will be required to abide by the terms of the contractors' service level agreement and specified scope of work and will be given access to a copy of this Policy.
- h) Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- i) Maintain a central record of notified accidents.
- j) 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.
- k) Act as the contact and liaison point for the Health and Safety Executive.
- l) Keep in mind that the health and safety of the general public must be protected during the execution of work carried out by the Council or when accessing Council facilities.

2.3 Councillors, Employees of the Council, Volunteers and Contractors will

- a) Cooperate fully with the aims and requirements of this Policy and where relevant the Council's Service Agreement for Contractors.
- b) Comply with Codes of Practice or work instructions for health and safety.
- c) Take reasonable care for their own health and safety, to use any recommended personal protective clothing and, where needed, ensure that appropriate first aid materials are available.
- d) Take reasonable care for the health and safety of other people who may be affected by their activities.
- e) Not intentionally ignore or remove safety guards, safety devices or other equipment provided for health and safety and not misuse any plant, equipment tools or materials.
- f) Report any accidents or hazardous incidents to the Clerk.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 23 September 2019

Review Policy: Every 12 months