



Health and Safety Policy

1. Statement of Intent

Wrose parish council recognise and accept its responsibility to ensure, as far as reasonably practical, a safe and healthy working environment for its employees, councillors, contractors, partners, and others who may be affected by its activities. The Council seeks to prevent accidents and work-related ill health by managing the health and safety risks in the workplace and promoting best practise.

To meet these aims the council:

- Carries out regular risk assessments of its activities and the measures needed to control workplace risks.
- Promotes consultation with employees and councillors to support the health, safety and wellbeing of staff, councillors and those affected by the council's activities.
- Provides suitable equipment for individuals to safely carry out their responsibilities.
- Provide instructions and training where necessary to ensure safe systems of working.
- Only engage contractors who show due regard for health and safety.

2. Responsibilities for Health and Safety

Overall responsibility for health and safety rests with the Full Council

The Council shall ensure that:

- It provides the lead in developing a positive health and safety culture through the organisation.
- All its decisions reflect its health and safety intentions.

Adequate resources are made available for the implementation of health and safety measures. The Parish Clerk will ensure that:

- Ensure adequate insurance cover is in place.
- This policy is implemented, monitored and communicated effectively.

- That accidents at work are recorded, investigated, and appropriately reported. That health and safety risk assessments are reviewed at least annual by the Full Council

Councillors, employees, contractors and volunteers are required to:

- Take reasonable care of their own health and safety and of others
- Follow instructions, training or health and safety procedures

Report to the Clerk any council related safety hazards, work related accidents, injuries to persons or damage to council assets

3. Arrangements for Health and safety

Risk Assessment.

The Clerk will ensure that suitable and sufficient Health and Safety risk assessments are conducted which will cover:

- **Events and activities (eg festivals and litter picks)**
- **Council owned street furniture**
- **Premises bookings**

Accident and incident reporting.

All accidents, incidents or near misses must be reported to the Clerk as soon as practicable. Reports will be reviewed by the Full Council to consider whether additional safety measures need to be put in place

Homeworking

Where members of staff work from home, they must complete the homeworking checklist provided by the Council and return a copy to the Clerk. This ensures that homeworking environments meet minimum safety requirements and that risks such as equipment safety, trips falls and ergonomics are addressed.

en individuals make continuous use of **display screen equipment provided by the council** for more than 1 hour a day, they should complete the HSE Display Screen Equipment Workstation Checklist [Display screen equipment \(DSE\) workstation checklist \(hse.gov.uk\)](https://www.hse.gov.uk/dse/) and return a completed copy to the Clerk. Individuals are encouraged to take regular breaks.

Staff using such equipment in excess of the time limit stated above may request an annual eye examination to be paid for by the council.

Where individuals use **electrical equipment** provided by the council the equipment should be PAT tested on an annual basis by an individual qualified to undertake such tests

All potentially hazardous **manual handling** operations should be avoided as far as is reasonably practicable

Contractors and suppliers. All contractors working on behalf of the council must:

- Submit appropriate risk assessments and method statements
- Hold public liability insurance
- Comply with health and safety legislation and council requirements
- Be monitored periodically by the council

Training and information. The Council will:

- Provide role appropriate health and safety training

4. Policy adoption and review arrangements

Date policy adopted: 13 April 23

Date of Review: August 25

Dated of next review: August 27 , or earlier if significant changes occur in legislation, Council operations, or identified risks

Home Working Checklist

Name_____

Role_____

Date of assessment _____

Item	Yes	No
I have a worktable and chair that enables me to maintain good posture throughout the working day		
I have adequate light enabling me to easily undertake the work I am required to do.		
The position I am working in does not result in light glare.		
The equipment I am working with is well maintained and is not broken or damaged in any way		
The environment I am working is free from hazards including trip hazards		
I have the means to make an emergency call if I need to		