



NAZEING PARISH COUNCIL

HEALTH AND SAFETY POLICY

The Health and Safety Policy was first adopted by the Council at its meeting held on 13th March 2025. It incorporates the recommended elements required by the Health and Safety Executive and will be reviewed annually.

	Date	Minute Reference
Adopted	13/03/2025	24/413
Next Review	February 2026	

HEALTH AND SAFETY POLICY

Contents	Page
1. General statement of intent	3
2. Responsibilities for health and safety	3
3. Risk assessment	5
4. Display screen equipment and manual handling	5
5. Fire safety	5
6. Reporting of accidents, diseases and dangerous occurrences	5
7. Training	6
8. Review of health and safety	6

1. General statement of intent

- 1.1 Nazeing Parish Council recognise and accepts its responsibilities as an employer and is committed to providing a safe and healthy working environment for all employees, contractors, voluntary helpers, members of the parish and others who may be affected by the activities of the Council. It will, so far as is reasonably practicable, establish necessary procedures and systems to implement this policy and provide the resources to fulfil this commitment. It will also ensure that all relevant statutory duties and obligations are satisfied, including those duties set out in the Health and Safety at Work etc Act 1974 and other relevant legislation.
- 1.2 If considered appropriate, the Council will seek expert technical advice on Health and Safety to assist the Safety Officer in fulfilling the Council's responsibilities for ensuring safe working conditions.
- 1.3 The Council will make such reasonable resources available as are required to ensure health and safety at work.

2. Responsibilities for health and safety

- 2.1 Nazeing Parish Council has overall responsibility for health and safety. Its role is to:
 - a) be aware of the requirements of the Health and Safety at Work Act 1974 and other regulations relevant to the activities of the Council;
 - b) implement the Health and Safety Policy;
 - c) ensure that sound working practices are continuously observed and
 - d) set a personal example in all matters relating to health and safety.
- 2.2 The Council's Safety Officer is the Assistant Parish Clerk. Their responsibility is:
 - a) to oversee, implement and monitor the policy;
 - b) to oversee the preparation of risk assessments;
 - c) the provision of information, instruction, supervision and training in relation to their specific areas of expertise;
 - d) the investigation of accidents and incidents and maintenance of safety records;
 - e) 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;
 - f) act as the contact and liaison point for the Health and Safety Inspectorate;
 - g) advise the Council on resources and arrangements necessary to fulfil the Council's responsibilities;
 - h) ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council;
 - i) consider requesting contractors supply a written method statement prior to starting major works;
 - j) make effective arrangements to ensure contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements;
 - k) ensure all contractors are given a copy of the Council's Health and Safety at Work Policy;
 - l) ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public;
 - m) liaise with the Council's insurers and ensure the Council is appropriately insured and/or indemnified and
 - n) as far as is reasonably practicable, keep up to date with Health and Safety legislation.
- 2.3 Employees and voluntary workers have a responsibility to ensure that:
 - a) they take reasonable care for their own health and safety and also that of any other person(s) who may be affected by his or her acts or omissions;

- b) they report to the Safety Officer any hazards that may present a risk to themselves or to others and
 - c) they co-operate by complying with safety rules and assisting with any investigations.
- 2.4 Good communication is vital to the success of health and safety arrangements and all employees must make this an intrinsic part of their day-to-day activities to achieve to good levels of health and safety.
- 2.5 Volunteers with appropriate experience:
- a) May carry out less hazardous work and will be covered by the Parish Council's insurance but only if they are working at the sole request of and under the sole control of the Parish Council.
 - b) Where tools are required, they must belong to the Parish Council or be on hire from a bona fide company. Volunteers using their own tools should have the Parish Council's consent to use them and if requested provide evidence of certification and competency training. Volunteers using own tools in these circumstances are not covered under the Parish Council's insurance for loss or damage.
 - c) Volunteers must use appropriate footwear and, if necessary, wear safety goggles. Volunteers must not work at height using long ladders.
- 2.6 Contractors have a responsibility to:
- a) Fully co-operate with the aims and requirements of the Health and Safety at Work Policy and comply with respective Codes of Practice, risk assessments, method statements and work instructions.
 - b) Confirm that they have their own health and safety policy for their staff which is available on site.
 - c) Provide evidence of their own public liability insurance cover including details of insurer, policy number and expiry date. There should also be an Indemnity to the Parish Council as Principal.
 - d) 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.
 - e) Take reasonable care for the Health and Safety of other people who may be affected by their activities.
 - f) Provide evidence of being competent to carry out the work, for example have appropriate qualifications, references, experience.
 - g) Confirm that they will not work alone on ladders at height.
 - h) Ensure all plant and equipment brought onto site is safe and in good working condition, fitted with necessary guards and safety devices and with any necessary certification being made available for inspection prior to use.
 - i) Ensure all power tools or electrical equipment, transformers, generators, extension leads, plugs and sockets comply with the latest British Standards for industrial use and are in good condition. Any such equipment must be suitably certified and with all relevant documentation being made ready for inspection as required.
 - j) Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
 - k) Not misuse any plant, equipment tools or materials so as to cause risks to Health and Safety.
 - l) Report any accidents or hazardous incidents to the Safety Officer.
- 2.7 Before contracted work commences:
- a) The Contractor must provide Method Statements to the Safety Officer for all high-risk activities showing details of how the site/work will be controlled to ensure the safety of the public and the length of time the job is likely to take.

- b) Analysis of any/all risks associated with any substance, process or work activity that may be considered hazardous to health and safety must be handed to the Safety Officer before work commences.
- c) The Safety Officer, or other appropriate person, will check with contractors, including self-employed persons that the contract is clear and understood by the contractors and the Parish Council.
- d) The Safety Officer, or other appropriate person, will make the contractor aware of any hazards that might be present but not obvious, for example, electricity cables, gas pipes, water pipes.

3. Risk assessment

- 3.1 Risk assessments will be carried out for any/all potential hazards identified and held with this policy. Copies of risk assessments will be held by the Safety Officer.
- 3.2 Where necessary a Point of Work risk assessment will be conducted for any work activity not already covered or where an unforeseen hazard is identified.

4. Display screen equipment and manual handling

- 4.1 Staff who use a computer for prolonged periods of time should try, where possible to organise short breaks every few hours away from the computer screen. The Safety Officer is responsible for making sure suitable workstation assessments are completed. Guidance on the use of display screen equipment can also be obtained from the Safety Officer.
- 4.2 Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Safety Officer and where necessary training will be provided by the Council, but the Council will try to minimise or avoid the need for manual handling where there is a risk of injury.

5. Fire safety

- 5.1 Responsibilities relating to emergency evacuation, all staff must:
 - a) familiarise themselves with the instructions about what to do if there is a fire;
 - b) ensure they are aware of the location of fire extinguishers; fire exits and alternative ways of leaving the building in an emergency;
- 5.2 On discovering a fire, all staff must:
 - a) immediately trigger the nearest fire alarm, if appropriate, or dial 999 to alert the fire brigade;
 - b) attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so.
- 5.3 On hearing the fire alarm, all staff must:
 - a) remain calm and immediately evacuate the building, walking quickly without running;
 - b) leave without stopping to collect personal belongings;
 - c) remain out of the building until notified by the fire brigade that it is safe to re-enter.
- 5.4 The Safety Officer is responsible for ensuring fire risk assessments take place and changes are made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting, as appropriate.

6. Reporting of accidents, diseases and dangerous occurrences

- 6.1 The Safety Officer will be responsible for reporting of accidents. The current regulations governing the notification and recording of accidents are the Reporting of Injuries, Diseases

and Dangerous Occurrences Regulations 1995. These regulations require that certain prescribed events, injuries and diseases be formally reported. In the event of an accident resulting in injury, a report will be drawn up by the Safety Officer detailing:

- The circumstances of the accident including photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eyewitnesses.
- The time, date and location of the incident.
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable.

7. Training

- 7.1 Where considered appropriate by the Council, basic awareness training will be considered for any person with specific health and safety responsibilities.
- 7.2 Emergency First Aid Training will be considered for all staff who run meetings where members of the public are permitted to attend.

8. Review of health and safety

- 8.1 Health and Safety will be itemised on the Council Agenda for regular discussion. There will be an annual review of the Health and Safety Policy and Risk Assessments to ensure their continued validity.

End of policy.