





## 2.3 All Employees, and Voluntary Helpers

All employees, contractors and voluntary helpers will:

Make themselves familiar with and conform with this policy.

Observe safety rules at all times

Take reasonable care for their own Health and Safety, and where required, wear protective clothing and use appropriate equipment.

Take reasonable care for the Health and Safety of other people who may be affected by their activities.

Report all safety hazards as a matter of urgency to the Parish Clerk

Know the location of First Aid facilities

Know what to do in the event of fire, or other emergency and know the location of the fire-fighting equipment

Not misuse any equipment, tools or materials so as to cause risks to Health and Safety.

Maintain good housekeeping at all times

Report to the Parish Clerk, all accidents, injuries to persons and damage to vehicles / plant / equipment devices or other equipment provided for health and Safety.

## 2.4 Contractors

Contractors must comply with the following:

Any contractors employed by Bishopton Parish Council shall be responsible for conducting themselves safely at all times and in complying with the Parish Council's Health & Safety Policy.

Any work carried out must be fully in compliance with statutory legislation and Codes of Practice to ensure the health and safety of their own employees and others on and off site.

All tools and equipment that they bring onto site must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary certificates must be available for checking.

Any injury sustained whilst on site must be reported to the Parish Clerk immediately.

All electrical equipment must have a valid Portable Appliance Test certificate.

Contractors must provide written risk assessments and method statements where necessary, before commencing work for or on behalf of the Parish Council 5.

## **2.5 The Health and Safety Executive**

The enforcement agency for Local Authorities is the Health & Safety Executive. Any site visit carried out by Statutory Inspectors shall be co-ordinated with the full cooperation of Parish Councillors and any recommendations carried out as soon as reasonably practicable.

## **3. Arrangements for carrying out the Policy**

### **3.1 Risk Assessments**

Risk assessments will be co-ordinated by the Parish Clerk for all buildings, land, public areas and village assets controlled by the Parish Council. These assessments will be recorded, monitored and reviewed annually.

### **3.2 Accident Reporting**

The Parish Clerk must be notified immediately if an accident occurs to anyone whilst on Parish Council business. This includes Parish Councillors, employees, voluntary workers, visitors, contractors etc. A form in the accident book must be completed and returned to the Clerk. The Parish Clerk will ensure that the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with.

Where required, accidents and near misses shall be investigated by the Parish Clerk and remedial actions recommended to the Parish Council where necessary. Where the activity which gave rise to the accident is under the control of a nominated Parish Councillor then that person shall assume the responsibilities of the Parish Clerk in the preceding paragraph.

### **3.3 Provision and Use of Work Equipment**

If equipment provided by the employer is damaged or faulty the employee is responsible for the immediate return or report of such equipment to the employer for repair or replacement (Provision and use of Work Equipment Regulations 1998). If the equipment is lost or damaged through negligence, there is an onus on the employee to report such loss or damage immediately.

### **3.4. Procurement of Materials, Equipment & Contractors**

Anyone who purchases or hires materials, equipment or contractors on behalf of the Parish Council must ensure that they have read and fully understand this health and safety policy. All suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required. This information must then be passed on to the Parish Clerk in order to be recorded.

### **3.5. Violence/Personal Safety**

So as to avoid violence and aggression from members of the public or contractors, all staff should avoid getting into a confrontational situation. Always remain polite, but back off from situations that are potentially dangerous. Any incidents should be reported to the Clerk who may call the police, if it is considered necessary.

**3.6. Inspections and Documentation Review**

An annual inspection of village assets will be carried out and the findings recorded Any serious defects / items for attention must be actioned immediately.

Activity risk assessments, the health and safety policy document and all other health and safety documentation will also be reviewed annually taking into account any changes in personnel, procedural or physical changes.

**4. Health and Safety Manual**

The Health and Safety Manual gives the health and safety risk assessments and arrangements for all the buildings, land, facilities, land and operations of the Parish Council which supplements this Policy Statement.

**5. Review of the Policy Statement**

This Policy Statement will be reviewed on an annual basis by the Parish Council.

Adopted by the Parish Council on

Signed..... Date.....  
Chairman of the Parish Council

Signed..... Date.....  
Clerk to the Parish Council