

# Laceby Parish Council



## Health and Safety Policy

### 1. General Statement

Laceby Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, volunteers and others who may be affected by the activities of the Council.

The Council will meet its responsibilities under the Health and Safety at Work Act 1974, and all other applicable legislation, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist with the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

### 2. Aims of the Health and Safety Policy

To provide, as far as is reasonably practicable:

- A safe place of work and a safe working environment
- Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- Systems of work which are safe and without risk to health.
- Sufficient information, instruction and training for employees and volunteers.
- Care and attention to the health, safety and welfare of employees, contractors, volunteers and members of the public who may be affected by the council's activities.

### 3. Arrangements and responsibilities for carrying out the Health and Safety Policy

The Clerk will:

- Keep informed of relevant Health and Safety Legislation
- Advise the Council on resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
- Make effective arrangements to implement Health and Safety Policy.
- Ensure that Health and Safety is regularly discussed with Parish Councillors.
- Ensure that all relevant risk assessments are carried out and all employees, volunteers and members of public are aware of the assessment and any corrective / protective measures.
- Make effective arrangements to ensure that contractors, employees and volunteers working for the Council comply with all reasonable Health and Safety requirements.

- All contractors will be required to abide by the terms of the contractor's service level agreement and specified scope of work in agreement with this Health and Safety Policy.
- Ensure that the work activities carried out by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified accidents.
- When an accident or incident occurs, to take immediate action to prevent a reoccurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact for the HSE.

All employees, volunteers and contractors will:

- Cooperate fully with the Health and Safety Policy and comply with Codes of Practice and work instructions for Health and Safety.
- Take reasonable care for their own health and safety, to use PPE, and where appropriate, ensure that appropriate first aid materials are available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
- Not misuse any plant, equipment tools or materials.
- Report any accidents or incidents to the Clerk.

### **Protocols for Health and Safety during Covid19 Pandemic from March 2020**

- a. The Parish Council will follow Government guidance in regards to the pandemic.
- b. The Parish Council will follow legal advice from NALC in regards to the operating protocols of the Council.
- c. Additional protocols have been put in place at all Parish Council sites across the Parish:
  - a. please refer to the Cemetery Regulations section on our website for the most updated version of our protocol.
  - b. the allotments remain open, however, there are strict handwashing and social distancing guidelines in place for all members.
  - c. St Francis Grove is open and users advised to follow all guidance from government.