

Barwick in Elmet and Scholes Parish Council Health & Safety Policy

Introduction

This Health and Safety Policy as required by the Health and Safety at Work Act 1974 defines the way Barwick in Elmet and Scholes Parish Council manage the health and safety hazards and risks associated with employees, premises and activities. Barwick in Elmet and Scholes Parish Council are committed to managing health and safety effectively to protect employees and other persons with whom we interact.

The Health and Safety Policy Statement sets out our commitment and the objectives the Parish Council aspire to in managing health and safety. The approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement.

The Parish Council accepts that risk cannot be eliminated from everything, however risk can be managed in such a way that exposure to hazards is controlled as far as is reasonably practical.

POLICY STATEMENTS

Health & Safety Policy Statement

Barwick in Elmet and Scholes Parish Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be engaged in activities on behalf of the Parish Council. The Parish Council will comply fully with all relevant legal requirements and will;

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with employees on matters affecting their health and safety
- encourage employees to identify and report hazards
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain Parish Council premises and equipment therein
- only engage contractors who are able to demonstrate due regard to health and safety matters
- provide adequate resources to control the health and safety risks arising from the workplace and activities undertaken by the Parish Council
- provide adequate training if necessary to ensure that all employees are competent to do their tasks
- maintain and implement a health and safety management system to manage the risks associated with our premises, employees others and activities
- actively promote employees and others to identify and report hazards.

HEALTH AND SAFETY RESPONSIBILITIES

Clerk of the Council

The Clerk of the Council has overall responsibility for ensuring compliance with Health and Safety policy but can delegate the responsibility for implementation to other members of the Parish Council or appropriate external people.

The Clerk of the Council will ensure that:

- the Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- suitable and sufficient funds, people, materials and equipment are provided to meet health and safety requirements
- a positive health and safety culture is promoted and training programmes have been put in to place
- an annual report on health and safety is provided to the Parish Council and the policy is reviewed annually

Employees: All employees must take reasonable care of their own safety and conduct themselves in an orderly manner in the work place

- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others report all accidents to the Parish Council whether an injury is sustained or not
- attend as requested any health and safety training
- observe all laid down procedures for processes, materials and substances used
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to the Parish Council
- report any safety hazard or malfunction of any item of equipment to the Parish Council

Contractors: All contractors must take reasonable care of their own safety and conduct themselves in an orderly manner when working for the Parish Council

- take reasonable care of the safety of others affected by their actions
- submit their health and safety policy and relevant risk assessments to the Parish Council for approval before work begins
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition
- observe all laid down procedures for processes, materials and substances used

The Health and Safety Policy will be reviewed annually.

Signed

S. Walsh

20th May 2025

Version History

Date	Version	Summary of changes
20 th May 2025	2	Reviewed as per the minutes of the Parish Council meeting of 12 th May 2025, item 9, page 847. No changes made.