

Cranwell, Brauncewell and  
Byard's Leap Parish Council

# Health & Safety Policy

Adopted 15 May 2023

*To be reviewed annually*



Parish Clerk, Village Hall, Old School Lane, Cranwell  
Village, SLEAFORD, Lincolnshire, NG34 8DF  
☎: 07800-913592 e: parishclerk@cranwellpc.co.uk  
Web: <https://cranwell.parish.lincolnshire.gov.uk>

## 1. Purpose

1.1 Cranwell, Brauncewell & Byards Leap Parish Council recognises its responsibilities as an employer for providing a safe and healthy environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.

1.2 The Council will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974 and will have regard to health and safety legislation, approved Codes of Practice Guidance Notes and other relevant information issued by the Health and Safety Executive.

1.3 An up to date copy of this policy shall be maintained on the Council's website.

1.4 The purpose of this policy is to ensure that Cranwell, Brauncewell & Byards Leap Parish Council provides, as far as is reasonably practicable:

- a safe place to work and a safe working environment;
- sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely;
- care and attention to health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

## 2. Scope

2.1 This policy applies to all employees, councillors, role holders (including voluntary helpers) and contractors.

## 3. Definitions

3.1 For the purposes of this policy, reference to elected Members/ officers/ employees/ volunteers will be made as 'role holders' unless specific groups are identified otherwise.

#### 4. Responsibilities

4.1 The ultimate responsibility for health and safety rests with Cranwell, Brauncewell & Byards Leap Parish Council as a corporate body. Day to day responsibility for implementation is delegated to the Clerk. However, all role holders and contractors have responsibility for health and safety matters during their day to day duties.

#### 4.2 Responsibilities of the Clerk

##### 4.2.1 The Clerk will:

- keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly;
- ensure sufficient information, instruction, training and supervision to enable all employees to identify and avoid hazards;
- ensure that regular risk assessments are carried out where required;
- maintain a record of risk assessments;
- make effective arrangements to ensure that role holders and contractors working on behalf of the Council comply with all reasonable health and safety at work requirements;
- maintain a central record of notified accidents;
- ensure that the workplace and equipment is subjected to regular health and safety checks;
- following an accident or hazardous incident, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure;
- refer to Council any health and safety issues that cannot be addressed adequately.

#### 4.3 Responsibilities of role holders

##### 4.3.1 Role holders will:

- co-operate fully with the aims and requirements of the Health and Safety Policy and comply with any relevant codes of practice or work instructions for health and safety;
- familiarise themselves and ask for advice if necessary in relation to health and safety instructions;
- take reasonable care of their own health and safety, use appropriate personal

protective clothing and, where appropriate, ensure the 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 so as to cause risks to health and safety;
- report hazards and defects to the Clerk immediately. If reports are made verbally, they should be followed up by a written report confirming the nature of the problem, its severity and any recommendation for action;
- report any accidents or hazardous incidents to the Clerk or Assistant Clerk immediately or as soon as is reasonably practicable and to assist with the investigation of such.

## 5. Related legislation, policies and guidance.

5.1 This policy should be read in conjunction with related legislation, policies and guidance including but not limited to:

- Health and Safety at Work etc Act 1974;
- Workplace (Health, Safety & Welfare) Regulations 1992;
- Control of Substances Hazardous to Health (COSHH) Regulations 2002;
- The control of legionella bacteria in water systems - Approved Code of Practice and guidance;
- Electricity at Work Regulations 1989;
- Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995;
- Management of Health and Safety at Work 1999 & as amended by Statutory instrument no 2457 (2003);
- Provision and use of Work Equipment Regulations 1998;
- Manual Handling Operations Regulations 1992 (as amended 2002);
- Personal Protective Equipment at Work Regulations 1992;
- Health & Safety (Display Screen Equipment) Regulations 1992;
- The Regulatory Reform (Fire Safety) Order 2005;
- Lifting Operation and Loading Equipment Regulations 1998;
- The Work at Height Regulations 2005.
- Bracebridge Heath Parish Council internal documents:
- Lone working policy
- Induction procedure
- All approved risk assessments

## 6. Training and Personal Protective Equipment (PPE).

6.1 Training and PPE needs may be identified by any role holders of the Parish Council.

6.2 Any training and PPE needs identified as necessary to health & safety in pursuance of duties must be provided at the expense of the Council.

6.3 Records of training completed and attended will be maintained by the Clerk.

## 7. Review

7.1 The full Council is responsible for the review of this policy.

7.2 The policy will be reviewed every two years or earlier in response to changes in relevant legislation.