

BLUNDESTON & FLIXTON PARISH COUNCIL

HEALTH & SAFETY POLICY

1. Introduction

1.1. This policy sets out the general principles and approach that Blundeston & Flixton Parish Council (“the Council”) will follow in respect of Health and Safety legislation for premises and activities for which it is responsible.

2. Scope of the policy

2.1 The Council aims to protect the health, safety and welfare of employees, contractors, residents and members of the public within its area, who may be affected by the Council’s activities.

2.2. The Parish Council will ensure that any buildings and amenities belonging to the Council are properly managed by the Council and that the Council set up and monitor appropriate Health and Safety policies and procedures for the protection of the public.

2.3. Staff and Councillors are required to take reasonable care of their own Health and Safety when carrying out duties on behalf of the Parish Council.

2.4 This policy should be read in conjunction with the following policies, as applicable:-

- Risk Assessment - General
- Risk Assessment – Volunteers
- Volunteer Policy

3. Staff and Councillors

3.1 All staff members and Councillors must have a safe working environment whether working out in the community or at home, and have a responsibility to ensure that they are working in a safe manner. Any concerns should be brought to the attention of the Council.

3.2 If the Parish Clerk works from home, he/she must ensure that he/she works in a safe working environment.

3.3 This includes observing the legal recommendations for safe handling, the use of computer equipment, and workstation design.

3.4 Arrangements should be put in place for the safe use, handling, storage and disposal of any substances and equipment that may endanger health or welfare.

4. Contractors, Employees and Volunteer Workers

4.1. The Council will ensure that any contractors who carry out work on behalf of the Council have adequate and appropriate Public Liability insurance. Volunteers are covered by the Council's own insurance policy subject to certain conditions – please refer to the Council's Volunteer Policy for further details.

4.2 Contractors, Employees and Volunteers must report to the Clerk any hazard or situation encountered during their work/activity, which may affect members of the public.

4.3 Contractors, Employees and Volunteers should:

- Seek advice on safety and health matters from the Clerk.
- Make proper use of protective clothing and safety equipment.
- Report immediately to the Clerk any defects in plant, structures, equipment or safety procedures which come to their notice.
- Report promptly to the Clerk any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence of incidents.
- Take reasonable care for the health and safety of other people who may be affected by their work/activities.

4.4 Employees, Councillors, contractors and volunteers are reminded that they have a duty to care for their own safety and that of other workers and other persons who might be affected by their activities, and to co-operate with the Council so as to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of each and every individual.

4.5 Minors under the age of 18 who are involved in volunteer activity or any event organized by the Council must always be accompanied and supervised by a responsible adult. It is the responsibility of parents/carers of children to ensure adequate supervision at all times.

4.6 A copy of this statement is available on the Council's website for all Council employees, Councillors, contractors, volunteers and members of the public to read. It will be revised added to or modified from time to time, and will be reviewed annually.

5. Environment

5.1 The Council will ensure that, as far as possible, the Parish remains a safe and pleasant environment for its residents.

5.2. The Council will obtain specialist technical and Health and Safety advice for any projects or pieces of work that could affect the general public.

5.3 The Council will ensure that any work activities carried out on its behalf do not unreasonably jeopardize the Health and Safety of the general public.

6. Risk assessment

6.1 The Council will carry out a risk assessment of all its activities and review this annually.

6.2 The Council will set up and monitor policies and procedures to reduce any risks that are identified.

7. Council Safety Officer

7.1 The Clerk, as the appointed Safety Officer will:

- Assume the day-to-day responsibility of ensuring the safety policy is reviewed, maintained, regularly reviewed and adhered to.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements.
- Maintain a record of notified accidents.
- 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.
- Act as the contact and liaison point for the Health and Safety Inspectorate and obtain specialist technical advice and assistance on matters of Health and Safety where necessary.
- Review and ensure appropriate insurance policies are in place as part of the Council's risk management

This policy was adopted by the council at its meeting held on 16 June 2025

Date of next review – June 2026