

**KEELE PARISH COUNCIL
HEALTH AND SAFETY POLICY
ADOPTED FEB 2013**

HEALTH AND SAFETY POLICY

1. The Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Parish Council.
2. The Council will meet its responsibilities under the Health and Safety at Work Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
3. The Council will seek as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.
4. In relation to the working environment, the Council aims to provide as far as is reasonably practicable:
 - a. A safe place of work and a safe working environment;
 - b. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities;
 - c. Safe System of work without risks to health;
 - d. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary;
 - e. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely;
 - f. Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.
5. The Council's Clerk or Proper Officer on behalf of the Council will be responsible for the day to day arrangements and implementing the Health and safety at Work elements and will:
 - a. Keep informed of relevant Health and Safety policy legislation;
 - b. Advise the Council on the resources and arrangements necessary to fulfil the Parish Council's responsibilities under the Health and Safety at Work Act policy;
 - c. Make effective arrangements to implement the Health and Safety at Work Act policy;
 - d. Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council, to occur at least quarterly;
 - e. Ensure that regular risk assessments are carried out on working practices, with subsequent consideration and review of any necessary corrective/protective measures.
 - f. If considered necessary, all contractors must supply a written Method Statement, Safe System of Work and Risk Assessment prior to work commencing;
 - g. Maintain a file of risk assessments, summarised in the Minutes;
 - h. Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all Health and Safety at Work requirements. All contractors will be given a copy of the Council's Health & Safety at Work Policy;
 - i. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public;
 - j. Maintain a central record of notified accidents and incidents;
 - k. 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; and
 - l. Act as the contact and liaison point for the Health and Safety Executive.
6. In support of this Health and Safety Policy, all employees, contractors and volunteers will:-

- a. Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety;
- b. Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available;
- c. Take reasonable care for the Health and Safety of other people who may be affected by their activities;
- d. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety;
- e. Not misuse any plant, equipment tools or materials so as to cause risks to Health and Safety; and
- f. Report all accidents or hazardous incidents to the Clerk.

Employees working from home

Health and safety obligations towards home workers

As an employer you have the same responsibilities for ensuring the health and safety of home workers as you would for staff based at your premises. Your duties are likely to include:

- carrying out a health and safety risk assessment
- purchasing compulsory employers' liability insurance
- ensuring equipment is fit for its purpose
- testing, certifying and maintaining electrical equipment provided by the business
- ensuring computers can be used comfortably and without disturbing glare, referring to the HSE guide on how to **ensure your employees are operating computers safely**
- making sure lighting levels are appropriate
- avoiding trailing cables to reduce the risks of trips and falls
- ensuring staff are suitably trained to work safely
- keeping records of, and if necessary reporting, any serious accidents, illnesses or injuries experienced by home workers

Employees who use computers regularly - including home workers - are entitled to an eye test paid for by their employer.

Home workers must take reasonable care of their own health and safety, as well as that of other people such as family members, neighbours and visitors. They must also ensure they use work equipment correctly.