Health & Safety Policy Statement

This is the Health and Safety Policy Statement of:

Ringstead Parish Council

HEALTH AND SAFETY POLICY STATEMENT:

As Clerk and Responsible Finance Officer for Ringstead Parish Council referred to as "the Council", I recognise and accept my responsibility for ensuring, so far as is reasonably practicable, the health and safety of everyone who may be affected by our work activities. This includes the safety of councillors, contractors, service users, volunteers and members of the public.

It is noted that there is no requirement for a council which employs less that 5 people to have a policy, but the Council considers it is best practise to detail its responsibilities under Health & Safety legislation. The Council is committed to providing a safe working environment for its staff and a safe environment for the users of its facilities. The policy helps explain how the council will meet its duties under this legislation.

Safety is not a separate function of the services we provide, it is central to everything we do. Each and every one of us must put safety at the heart of what we do and only by doing this together can we all keep the Council working safely for the benefit of our visitors and fellow workers.

Putting safety at the centre of everything does not mean placing obstacles in the way of progress; it is more about the way we all demonstrate our behaviours in discharging our responsibilities.

Being open and honest - We all have a duty to report and share information. It is not just accidents and emergencies that need to be recorded, but also near misses. Getting that feedback means we will learn and hopefully prevent any accidents and let us get better at what we do. Let us understand what went wrong, why it went wrong, and how we can make improvements.

Embracing safe working practices – it is easy for people to see safety as slowing us down and getting in the way. Actually, working safely improves productivity, efficiency and can deliver savings and prevent wastage.

Communication – We need to make sure that people understand what they need to do to stay safe. We need to ensure that our processes, safe systems of work and basic rules are clear and uncomplicated.

Trust your instincts - If something does not feel safe, the chances are it's not. So don't do it, stop the job and speak up. If you see others doing something that feels risky, stop them and report it. Short cuts are often when accidents happen. So do not take them.

Working together – It is not someone else's responsibility, only by working together as a team, with people being accountable for their own actions, taking responsibility, pride and

acting professionally in their roles, to ensure they work safely, will we be able to foster a positive safety culture across the Council services.

Insurance

The Clerk arranges the insurance of the Council, which will be reviewed every third year. The Council's insurer is currently: BHIB Council's Insurers.

Mandatory Covers:

- Employers' Liability - covers your legal liability to employees including volunteers, if they are injured whilst working for you
- Public Liability - covers your legal liability to pay compensation to members of the public if they are injured or their property is damaged as a result of an accident caused by you or your employees, including volunteers
- Money - covers loss of money and provides compensation for an accident sustained by employees, clerks, councillors and voluntary workers as a direct result of theft or attempted theft
- Fidelity Guarantee - covers loss which you may sustain from fraud or dishonesty of employees
- Officials' Indemnity - covers your legal liability for negligence of council members,
- officials or members of your staff in pursuit of their duties
- Libel and Slander - covers your legal liability to pay compensation for libel contained in publications issued in the course of Council business or slander uttered by the Clerk to the Council and any member of the council whilst carrying out their duties
- Legal Expenses – provides legal advice and protection for legal costs arising from a range of contingencies

Optional Covers:

- Property Damage - provides All Risks cover for loss or damage to your buildings, contents and other property owned by the council – including street furniture, playground equipment and war memorials, with the option to include damage caused by subsidence
- Business Interruption – cover for loss of revenue or increased cost of working as a result of your premises being unfit for occupation following loss or damage
- Personal Accident – covers your council members, clerks, council employees or volunteers against accidental bodily injury
- No Claims Bonus Protection & Application of Excess Protection – provides cover for
- payment of excess and loss of no claims discount when clerks and councillors are using private motor vehicles in connection with council business.

AIMS AND OBJECTIVES

Our Aim is to:

Enhance the experience of the Councils services for everyone affected by our work activities, by ensuring a healthy and a safe environment in all areas of the organisation.

Our Objectives are to:

➔ Direct a proactive health and safety system, integrated in the management of all our activities that encourages a positive health and safety culture throughout the organisation.

➔ Produce this Policy Statement, Safe Systems of Work and other guidance notes containing key information for ensuring the safe working practices of our councillors and contractors.

➔ Encourage consultation, participation, co-operation and sharing of good practice with councillors in all health and safety matters annual internal audit and similarly with all volunteer groups through effective and appropriate means.

➔ Ensure we fulfil our obligations to contractors, such as to provide them with relevant information, and to ensure contractors comply with their obligations.

➔ Develop councillors to fulfil the aims and objectives of this policy through the performance management process.

➔ Incorporate essential and relevant health and safety matters into projects, purchasing policies, grounds maintenance contracts, and all other contracts.

➔ Maintain a continuous programme of risk management reporting.

➔ Regularly monitor and review the Health and Safety Management System and this Policy to achieve continuous improvement.

➔ Provide the Council with an annual update on health and safety management at least annually.

IMPLEMENTATION

We are committed to promoting, setting and maintaining the highest standards for health, safety and welfare matters. This will be achieved by:-

➔ providing adequate control of the health and safety risks arising from work activities;

➔ consulting with Clerk on matters affecting health and safety;

➔ providing and maintaining safe equipment;

➔ maintaining systems of work that are safe and without risk to health;

➔ providing adequate information, instruction and supervision for Clerk and Councillors;

➔ ensuring all Councillors and Clerk are competent to do their work;

➔ preventing accidents and cases of work-related ill health as far as possible;

➔ maintaining safe and healthy working conditions & welfare facilities; and

➔ reviewing and revising this policy as necessary at regular intervals.

We will strive to eliminate or control any hazard which may result in personal injury, illness, fire, security losses, property damage or harm to the environment. It is most important that you notify management of ANY matters of concern.

Effective management of health and safety at work and compliance with our legal duties is reliant on all the people involved, supported through the provision of adequate funding and resources by the organisation. Whilst good communication and representation are essential, it is the responsibility of all Councillors and the Clerk to participate in the creation of a safety culture across our organisation.

Signed: ………*Simon Lee*…………………………… **Simon Lee**
                                                            Clerk and Responsible Finance Officer

Date: 13 February 2023   **Review date:** January 2024
Minute Approved: 7.m.

This Policy Statement will be reviewed annually.