

# Barton Bendish Parish Council

## Health and Safety Policy

### Introduction

Barton Bendish Parish Council is committed to ensuring the health, safety, and well-being of its employees, volunteers, and the public who interact with our activities. This policy outlines our commitment to providing a safe working environment and complying with all relevant health and safety legislation and best practices.

### General Statement of Policy

Barton Bendish Parish Council is dedicated to:

- Providing and maintaining safe and healthy working conditions, equipment, and systems of work for our employees, volunteers, and members of the public.
- Ensuring that all individuals involved in our activities receive appropriate information, equipment, instruction, training, and supervision to carry out their tasks safely.
- Complying with the Health and Safety at Work Act 1974 and all related regulations.
- Regularly reviewing and updating this policy to reflect changes in our activities and evolving best practices.

### Responsibilities

Overall responsibility for health and safety within Barton Bendish Parish Council rests with the Council as a whole. The Parish Clerk shall be responsible for the implementation and monitoring of this policy.

### Employees and Volunteers

All employees and volunteers have a responsibility to:

- Take reasonable care for their health and safety and the health and safety of others.
- Comply with all health and safety policies and procedures.
- Report any health and safety concerns or incidents promptly to the Parish Clerk.

### Specific Duties

- Risk Assessment: We will conduct regular risk assessments of our activities and premises to identify hazards and implement control measures to mitigate risks.
- Training and Education: We will provide appropriate health and safety training and education to employees and volunteers as needed to perform their tasks safely.
- Emergency Procedures: We will establish and communicate emergency procedures, including evacuation plans, to ensure the safety of all individuals in case of an emergency.
- Reporting and Recording Accidents: All accidents shall be reported to the Parish Clerk, who will maintain records and ensure that appropriate actions are taken to prevent recurrence.
- Consultation and Involvement: We will actively engage employees, volunteers, and their representatives in health and safety matters and consult them on potential hazards and control measures.

### Display Screen Equipment (DSE) Use by Home Workers

As the only employee of Barton Bendish Parish Council, the Parish Clerk works from home using a Council-provided DSE (a laptop). To ensure the safety and well-being of the Parish Clerk:

- DSE Workstation Assessment: The Parish Clerk will conduct a DSE workstation assessment in their home environment to identify and address potential risks and ensure ergonomic setups. Any issues will be reported to the Council.
- Risk Reduction: The Parish Clerk is responsible for taking breaks from DSE work and varying tasks to prevent overuse, following good working practices.
- Eye Tests: The Parish Clerk is encouraged to request an eye test if needed, which will be provided promptly by the Council.

- **Training and Information:** The Parish Clerk will receive training and information on setting up the workstation correctly and adopting good working practices to minimise health risks.

### **Employment of Contractors**

Contractors engaged by Barton Bendish Parish Council shall be informed of our health and safety expectations, and they shall be required to comply with relevant statutory provisions and our safety requirements. We retain the right to halt any operation that poses a hazard to the safety or health of individuals, and the contractor shall be responsible for any associated costs.

### **Legal Compliance**

We will comply with all relevant health and safety legislation and regulations, including the Health and Safety at Work Act 1974 and any subsequent updates or amendments.

### **Review**

This health and safety policy will be reviewed and updated as necessary to ensure its continued effectiveness and compliance with legal requirements.

Draft Date: November 2023

Review Date: November 2025