

# Health & Safety Policy



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**1. General**

- a) Salford Priors Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, **councillors**, contractors, voluntary helpers and others who may be affected by the activities of the Parish Council.
- b) The Parish Council will meet its responsibilities under the Health and Safety at Work Etc. Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
- c) The Parish Council will seek as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Parish Council's responsibilities for ensuring safe working conditions.

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**2. Aims of the Health and Safety at Work Policy**

**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) Systems of work that are safe and 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.

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**3. Arrangements and Responsibilities for carrying out the Health and Safety at Work Policy**

**As the **officer with delegated responsibility for health and safety**, the Clerk will:**

- a) Keep informed of relevant Health and Safety policy legislation.
- b) Advise the Parish Council on the resources and arrangements necessary to fulfil the Parish Council's responsibilities under the Health and Safety at Work Policy.
- c) Make effective arrangements to implement the Health and Safety at Work Policy.
- d) Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council.
- e) Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures. Consider requesting contractors to supply a written method statement prior to starting major works. Maintain a file of risk assessments, summarised in the Minutes.
- f) Make effective arrangements to ensure those contractors or voluntary helpers working for the Parish Council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Parish Council's Health & Safety at Work Policy.
- g) Ensure that work activities by the Parish Council do not unreasonably jeopardise the health and safety of members of the public.
- h) Maintain a central record of notified accidents.
- i) 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, **including reporting under RIDDOR where applicable**.
- j) Act as the contact and liaison point for the Health and Safety Inspectorate.

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#### 4. Responsibilities of all Employees, Contractors, and Voluntary Helpers

All employees, contractors and voluntary helpers 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, use appropriate personal protective equipment and, where appropriate, make themselves aware of First Aid arrangements.
- 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.
- f) Report any accidents or hazardous incidents to the Clerk.

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#### 5. Health Conditions and Reasonable Adjustments

- a) Councillors and staff are not required to disclose personal medical information.
- b) Where an individual wishes to request reasonable adjustments for meetings or duties, this may be done confidentially through the Clerk or Chair.
- c) Any information disclosed will be handled in accordance with data protection legislation.
- d) Individuals are responsible for managing their own medication and health needs unless otherwise agreed.

Deleted: Responsibility of Councillors to advise of precautions in the event of chronic illness ¶

Deleted: Any councillor with a chronic illness which could lead to a medical event at a meeting may disclose such illness at the Annual Meeting so that all councillors are aware of the potential problem and the remedial actions that might be necessary. ¶ responsible for ensuring that they bring any necessary medication to all meetings and that such medication is easily accessible. ¶

Re number 5 above –

This section is legally risky.

#### Issues

##### 1. Data protection (UK GDPR & Data Protection Act 2018)

- o Health information is special category personal data.
- o Councillors cannot be expected or encouraged to disclose medical conditions publicly.

##### 2. Equality Act 2010

- o Chronic illness may be a disability.
- o Requiring disclosure could be seen as discriminatory or coercive.

##### 3. Governance risk

- o Disclosure at an Annual Meeting is inappropriate and unnecessary.