



# **NEWPORT PARISH COUNCIL**

## **HEALTH AND SAFETY POLICY**

### **STATEMENT OF INTENT**

Newport Parish Council recognises and accepts its responsibilities

- To provide a safe and healthy working environment for all its employees, contractors, volunteers, and others who may be affected by the activities of the council
- To maintain the safety of facilities provided for members of the public.

The Council will meet its responsibilities under the Health and Safety Act 1974 and subsequent legislation and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

### **THE HEALTH AND SAFETY POLICY AIMS AND OBJECTIVES**

- Provide a safe place of work and a safe working environment.
- Operate systems of work that are safe and without risks to health.
- Provide sufficient information, instruction and training for employees, contractors and volunteers to carry out their work safely.
- Obtain specialist technical advice and assistance on matters of Health and Safety when necessary.
- Arrange for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- Pay due attention to the health, safety and welfare of employees, contractors, volunteers and members of the public who may be affected by the council's activities.

### **RESPONSIBILITIES**

The Clerk is the Council's Safety Officer and will:

- Keep up to date with relevant health and safety legislation
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy
- Make effective arrangements to implement the Health and Safety Policy

- Ensure that matters of health and safety are discussed annually at meetings of the Parish Council
- Ensure that risk assessments are carried out of working practices and activities, with subsequent consideration and review of any necessary corrective/protective measures.
- Maintain records of risk assessments
- Make effective arrangements to ensure that employees, contractors, or volunteers working for and/or on behalf of the Council comply with all reasonable health and safety requirements
- Provide contractors with a copy of the Council's Health & Safety Policy
- Require contractors to abide by the terms stated in the Notice to Contractors (appendix 1)
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public
- Maintain a central record of notified accidents and injuries.
- In the event of an accident or hazardous incident, take immediate action to prevent a recurrence or further accident
- Complete the necessary accident reporting procedure
- Act as the contact and liaison point for the Health and Safety Executive.

**All employees, contractors, and volunteers must:**

- Cooperate fully with the aims and requirements of the Council's Health and Safety Policy
- Comply with Codes of Practice or work instructions for health and safety
- Take reasonable care for their own health and safety and that of other people who may be affected by their activity
- Report any accidents or hazardous incidents immediately to the Clerk to the Council.

**All employees, contractors, volunteers must not:**

- Intentionally interfere with or remove safety guards, safety devices or other equipment used in the course of carrying out an activity
- Misuse any plant, equipment, tools or materials used in the course of carrying out an activity.

**Members of the public must:**

- Take reasonable care for the health and safety of themselves and of other people when using facilities provided for members of the public

**Members of the public must not:**

- Intentionally interfere with or remove safety guards, safety devices or other equipment used in the course of carrying out an activity using facilities provided for members of the public
- Misuse any equipment or materials used in the course of carrying out an activity using facilities provided for members of the public.

# Newport Parish Council Health and Safety Policy

## Appendix 1

### NOTICE TO CONTRACTORS

All outside contractors working for or on behalf of Newport Parish Council shall be deemed to have agreed to comply with the following requirements:

- You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant subsequent statutory provisions.
- The Council will retain the right to stop any operation, use of equipment, or the action of any of your employees if it is considered that there is a hazard to the safety or health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Clerk to the Council to order such a stoppage.
- The council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees. A copy of your Public Liability Insurance must be provided to the Clerk to the Council prior to the commencement of work.
- The Council may notify an inspector, appointed under the Authority of the Act, of any breach of Regulations

This Health and Safety Policy was reviewed and adopted with by Newport Parish Council at its Meeting held on 10<sup>th</sup> May 2022 (Minute ref 2022 05 21).

Reviewed by the Newport Parish Council 09.05.23 – No updates required Minute Ref 2023 05 18

Reviewed by the Newport Parish Council 14.05.24 – No updates required Minute Ref 2024 05 18

Reviewed by the Newport Parish Council 13.05.25 – No updates required Minute Ref 2025 05 18

Reviewed by the Newport Parish Council 12.05.26 – No updates required Minute Ref 2026 05 18