

ST PAUL MALMESBURY WITHOUT PARISH COUNCIL

Health and Safety Policy

General Statement

1. The 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 Council.
2. The 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.
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.

Aims of the Health and Safety at Work Policy

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment.
2. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of work activities.
3. Systems of work that are safe and without risks to health.
4. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
5. Sufficient information, instruction and training for employees, councillors, contractors and voluntary helpers to carry out their work safely.
6. Care and attention to the health, safety and welfare of employees, councillors, contractors, voluntary helpers and members of the public who may be affected by the council's activities

Arrangements and responsibilities for the carrying out of the Health and Safety at Work Policy

The Clerk will:

1. Keep informed of relevant Health and Safety policy legislation.
2. Make effective arrangements to implement the Health and Safety at Work Policy.
3. Ensure that matters of Health and Safety are discussed at meetings of the Parish Council when necessary.
4. 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 (see Appendix A).
5. Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Council's Health & Safety Policy.
6. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
7. Maintain a central record of notified accidents and near misses.

8. 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.
9. Act as the contact and liaison point for the Health and Safety Inspectorate.

All employees, councillors, contractors and voluntary helpers will:

1. 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.
2. 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.
3. Take reasonable care for the Health and Safety of other people who may be affected by their activities.
4. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
5. Not misuse any plant, equipment tools or materials so as to cause risks to Health and Safety.
6. Report any accidents, near misses or hazardous incidents to the Clerk.

This policy is renewed on an annual basis.

Last reviewed – 19 May 2026

Next review date – May 2027

For significant Contracts - Duties and Responsibilities of all Contractors

All Contractors and Sub-Contractors are to comply with the following rules. Acceptance of the contract will imply acceptance of these rules.

The Health & Safety Policy of St Paul Malmesbury Without Parish Council (SPMW PC) will be provided.

- They will be required to abide by the Health & Safety Policy of SPMW PC for all their operations whilst contracted. Any issues or conflict that may arise during the course of the contract must be highlighted immediately to the Parish Clerk.
- The methods of operation used by contractors must take account of the health and safety of their own and other employees and they must take all reasonable steps to reduce the likelihood of harm to both site workers and members of the public.
- All electrical tools and equipment must be regularly inspected and tested and removed from service if any faults are discovered.
- All electrical power tools must be maintained in good condition and comply with any relevant British Standard.
- Any hazardous material brought onto the site must be used and stored in accordance with approved Codes of Practice, its Hazard Data Sheet, or other relevant guidance.
- Contractors will be responsible for First Aid facilities and welfare facilities for their own employees unless arrangements have been made with Parish Clerk and confirmed in writing.
- Contractors are expected to comply with any reasonable requests from the Council on matters relating to health, safety and welfare.
- Contractors have responsibilities to ensure that their work areas are kept free of unnecessary waste and debris and that all access and gangways are kept clear.
- Personal Protective Equipment in accordance with guidance issued by HSE or other relevant bodies, or at the request of the Parish Clerk or a Parish Council representative, must be worn by contractors at all times whilst on site except in areas which have been officially designated as "no risk".
- Contractors who are carrying out operations which are either highly specialised or carry a higher-than-normal level of risk will be expected to submit a Method Statement accompanied by evidence of their competence and/or qualifications in that field.
- All electrical equipment must have a valid Portable Appliance Test certificate.
- The contractor must carry public liability insurance of £5,000,000.
- Contractors must provide written risk assessments and method statements where necessary, before commencing work for or on behalf of the Parish Council.
- Contractors have suitable and sufficient Personal Protective Equipment for the work being undertaken.
- All accidents or incidents must be reported to the Parish Clerk.