

## **Chelmsford Garden Community Council Health and Safety Policy**

### **General Statement**

Chelmsford Garden Community Council (The Council) recognizes and accepts its responsibility as an employer for providing a safe and healthy working environment for all its employees, volunteers and others who may be affected by the activities of the Council.

The Council will make every effort to meet its responsibilities under the Health and Safety at work act 1974 and associated legislation and regulations with due regard to approved codes of practice, guidance notes and other relevant information issued by the Health and Safety Executive.

The purpose of this policy is to ensure that the Council provides, as far as is reasonably practicable:

- A safe place to work and a safe working environment.
- Sufficient information, instruction and training for employees and volunteers to carry out their work safely.
- Sufficient information and training for council members where appropriate
- Arrangements for considering, reporting and reviewing matters of Health and Safety at work including risk assessments of working activities.

### **Responsibilities and Arrangements**

The ultimate responsibility for health and safety rests with the Council. Day to day responsibility for implementation is delegated to the Executive Officer. However, all employees have responsibility for health and safety matters during their day-to-day duties.

#### **Responsibilities of the Executive Officer – who will –**

- Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly on the resources and arrangements necessary to fulfill the Council's responsibilities under the Health and Safety legislation.
- Ensure information and, if necessary, training is provided to enable all employees to identify and avoid hazards.
- Ensure that regular risk assessments are carried out where required with subsequent consideration and review of any necessary corrective/protective measures.
- Maintain a record of risk assessments.
- Make arrangements to ensure that volunteers working for the Council comply with all reasonable health and safety at work requirements.

- Liaise with contractors engaged by the Council to view the health and safety measures that will be put in place regarding work to be carried out on behalf of the Council.
- Maintain a central record of notified accidents.
- Facilitate the inspection of equipment for health and safety checks.
- When an accident, near miss or dangerous occurrence occurs take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Any health and safety issues that cannot be addressed adequately should be referred to the Chairman of the Council or if they are unavailable to the Vice Chairman.
- Ensure all insurance policies are kept up to date.

**Responsibilities of Councillors, employees, contractors and volunteers who will –**

- Co-operate fully with the aims and requirements of this policy and comply with Codes of practice or work instructions for health and safety.
- Familiarize themselves and ask for advice (if necessary) in relation to health and safety instructions.
- Take reasonable care of their own health and safety, use appropriate personal protective clothing and equipment and ensure that appropriate first aid material is available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
- Not misuse any plant equipment, tools or material so as to cause risks the health and safety.
- Report hazards and defects to the Executive Officer immediately, if reports are made verbally, they should be followed up by a written report confirming the nature of the problem and its severity and any recommendations for action.

- Report any accidents near misses or dangerous occurrences to the Executive Officer immediately or as soon as is reasonably practicable and to assist with the investigation of such.

### **Review**

The Policy shall be reviewed on an annual basis.



Signed by the Chairman of the Council

9<sup>th</sup> October 2023

Dated

### **Appendix 1**

#### **Documentation implemented.**

##### **Risk assessments**

Homeworking Risk Assessment

Risk assessment for community activities will be carried out as and when the activities are organized.

##### **Policies**

Homeworking policy

##### **Training and Guidance**

Manual Handling guidance

##### **Inspections**

Not applicable

##### **Other Documentation**

Accident report book

Display Screen equipment assessment