

**ROLLESTON ON DOVE PARISH COUNCIL  
HEALTH AND SAFETY POLICY**

**GENERAL STATEMENT**

1. Rolleston on Dove Parish Council ("RPC") recognises its responsibilities as an employer for providing a safe and healthy environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
2. The Council will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974.
3. If appropriate, the Council will seek expert technical advice on Health and Safety matters

**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. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
3. Care and attention to health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

**ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT HEALTH AND SAFETY POLICY AT WORK**

***As the Council's Health and Safety Officer, the Clerk will:***

1. Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly.
2. Make effective arrangements to implement the Health and Safety at Work Policy.
3. Ensure that matters of Health and Safety are recorded and reported to Council or the relevant Committee.
4. Ensure that regular risk assessments are carried out of working practices and assets and maintain records of risk assessments.
5. Make effective arrangements to ensure that 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 and Safety at Work Policy under cover of the attached letter.
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.
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. Ensure that all equipment used by employees is regularly maintained and serviced.

***All employees, 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 of their own Health and Safety, use appropriate personal protective clothing and, where appropriate, ensure the 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 or hazardous incidents to the Clerk.
7. Ensure that contractors and volunteers have adequate and appropriate insurance.

***Eye Tests and Spectacles***

1. RPC recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (Amended 2002).
2. Subject to the clauses below RPC will contribute to the cost of an eye test for any employees that use display screen (computer monitor) equipment for a significant part of their working day on RPC business.
3. Subject to the clause below RPC will contribute £25 towards the costs of an eye test conducted by a suitably qualified optician.
4. RPC will only contribute towards the costs of an eye test once in any twelve-month period.
5. If an eye test reveals that spectacles are required exclusively for VDU work, RPC will contribute £75 towards the cost of basic spectacles. This policy does not apply to contact lenses. RPC will not contribute towards the cost of spectacles with any element of everyday use, in other words the spectacles must be exclusively for VDU use.

***Vaccinations and Immunisations***

1. RPC recognises its obligations under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002 (COSHH) to take suitable precautions to protect the health of employees at work.
2. Health and Safety Law requires that employees shall not be charged for vaccines or immunisations solely required as a means of protecting them at work.
3. Accordingly, RPC will reimburse any costs reasonably incurred by an employee for vaccines or immunisations which are required solely in connection with the employee's employment with RPC and in the performance of their duties. Such reimbursement claims should be made on the appropriate form and substantiated with a receipt for each of the costs claimed.
4. RPC will maintain occupation health records updated to show any vaccinations or immunisation course(s) undertaken by the employee in connection with the employee's employment with RPC.

**REVIEW**

Adopted: 08 April 2019

Reviewed: 11 April 2022

Next review date: April 2022