Health and Safety Policy

Version	Date of Adoption	Minute Reference	Review Date
2020v1	17.3.2020	123-2020	March 2021

Health and Safety Policy

General statement

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 safety.

3. 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 Carrying out Health and Safety at Work

As the Council's 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 regularly discussed at meetings of the Parish Council.

4. Ensure that regular risk assessments are carried out of working practices and assets and maintain a record of risk assessments.

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 Councils' Health and Safety at Work 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.

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.

All employees, councillors, contractors and voluntary helpers will:

1. Co-operate 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, 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.

Review date: March 2021