



Ref: 18f HEALTH & SAFETY POLICY

**THE COUNCIL RECOGNISES ITS RESPONSIBILITIES FOR PROVIDING A SAFE AND HEALTHY ENVIRONMENT FOR EVERYONE INVOLVED IN THE DELIVERY OF COUNCIL SERVICES.**

## **1. INTRODUCTION**

1. The Council's responsibilities under the Health & Safety at Work Act 1974 extend to employees, councillors, contractors, volunteers and others who might be involved in the activities of the Council.
2. In addition to meeting its responsibilities under the 1974 Act, the Council will also have regard to approved Codes of Practice, Guidance Notes and other relevant information issued by the Health & Safety Executive.

## **2. PURPOSE**

1. 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
  - Adequate information, instruction and training for employees, Councillors, contractors and volunteers to enable them to carry out their work safely.
  - Care and attention to Health & Safety matters for all the above and for members of the public who may be directly involved in Council activities.

## **3. RESPONSIBILITIES**

1. Everyone has responsibilities for Health & Safety (H&S) in their day to day activities but the ultimate responsibility rests with the Parish Council. This is discharged by delegation to the Parish Clerk and to Councillors and others as follows:

It is the responsibility of the Parish Clerk to;

- Keep the Council informed of H&S legislation
- Provide information, instruction, training and supervision to enable others who are involved in Parish Council activities to identify and avoid hazards
- Carry out as necessary risk assessments and maintain a record of them and the outcomes
- Make effective arrangement to ensure that contractors and volunteers working for the Parish Council comply with H&S requirements
- Maintain a record of workplace accidents, take immediate steps to prevent any recurrence and fully comply with the appropriate accident reporting protocols
- Ensure the workplace and all equipment are subject to regular H&S checks
- Refer to the chairman (or vice chairman) of the Council any matters that cannot be satisfactorily addressed by the Clerk.

It is the responsibility of Councillors, contractors, volunteers and others involved in Council activities to:

- Cooperate fully with this policy
- Be familiar with H&S requirements and take care of themselves and others affected by their actions
- Make use of appropriate personal protective clothing and equipment.
- Ensure that appropriate First Aid equipment is readily available
- Not to misuse any items of equipment, tools or materials so as to cause a H&S issue
- Not to interfere with any safety equipment.
- Report to the Parish Clerk any hazards or defects, accidents or hazardous incidents, that are noted. Reports should be made verbally as quickly as possible and confirmed in writing.