



Alvescot Parish Council

Health & Safety Policy

Based on Health & Safety at Work Regulations (1992)

Adopted on

20th September 2017

Signed.....
Chairman

Introduction

This policy sets out the general principals and approach that the Parish Council will follow in respect of Health & Safety Legislation for premises and activities for which the Council is responsible.

It is the responsibility of all Councillors' and employees of the Council to be aware of the following policy statements on Health & Safety and of the organisational arrangements made to implement these Policies.

1. Policy Statement

- a In accordance with the requirements of *The Health & Safety at Work Act (1974)*, and *The Management of Health & Safety at Work Regulations (1988)*, Alvescot Parish Council accepts its duty and responsibility to provide and maintain safe and healthy working conditions for all its employees. The Council also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.
- b The Parish Council will take all reasonable steps to ensure that it complies with the law on Health, Safety and Welfare and any relevant Regulations, Approved Codes of Practice and Guidance. The Council will provide the resources to ensure the safety of its employees and others affected by its work.
- c The Parish Council will seek as and when appropriate, expert technical advice on Health & Safety to assist the Clerk in fulfilling the Parish Council's responsibilities for ensuring safe working conditions.

2. Aims

To provide as is reasonable practical:

- A safe place of work and safe working environment.
- Arrangements for considering, reporting and reviewing matters of Health & Safety at work, including regular risk assessments of working activities.
- That its work is done in ways so that members of the public are not put at risk.
- Specialist technical advice and assistance on matters of Health & Safety when necessary.
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

3. Arrangements & Responsibilities

It is the responsibility of the Clerk or designated Councillor to:

- Keep informed of relevant Health & Safety policy legislation.
- Advise the Parish Council on the resources and arrangements necessary to fulfil the Parish Council's responsibilities under the Health & Safety at Work Policy.
- Make effective arrangements to implement the Health & Safety at Work Policy.
- Ensure that matters of Health & Safety are discussed as necessary at meetings of the Parish Council.
- Ensure that regular Risk Assessments are carried out on 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. Maintain a file of risk assessments.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Parish Council comply with all reasonable Health & Safety at Work requirements. All contractors will be given a copy of the Parish Council's Health and Safety at Work Policy.
- Ensure that work activities by the Parish Council do not unreasonably jeopardise the health & safety of members of the public.
- Maintain a central record of notified accidents.
- 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.
- Act as the contact and liaison point for the Health & Safety Inspectorate.

4. Employees, Contractors and Voluntary Helpers

All must:

- Co-operate fully with the aims and requirements of the Health & Safety at Work Policy and comply with Codes of Practice or work instructions for Health & Safety.
- Take reasonable care for their own Health & Safety, to use appropriate personal protective clothing and, where appropriate, ensure that First Aid materials are present.
- Not misuse any plant, equipment, tools or materials so as to cause risks to Health & Safety.
- Report any accidents or hazardous incidents to the Clerk.