

Bradwell with Pattiswick Parish Council

Health & Safety Policy

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1. STATEMENT OF INTENT

Bradwell with Pattiswick Parish Council recognises its responsibilities to provide a safe and healthy working environment for its Councillors, employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.

The Council will meet its responsibilities under the Health and Safety at Work Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

The Council will seek, as and when appropriate, expert technical advice and training as may be required on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

The ultimate responsibility for health and safety rests with the Members of the Parish Council. Day to day responsibility is delegated to the Clerk.

For the purposes of this document "working conditions" applies to meetings, functions and working environment.

For the purposes of this document, the Parish Clerk will be the Safety Officer.

2. AIMS OF THE HEALTH AND SAFETY POLICY

To provide as far as is reasonably practicable,

- A safe place of work and a safe working environment.
- Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- Systems of work that are safe and without risks to health.
- Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
- Sufficient information, instruction and training to provide a safe and healthy working environment and safe working practices.
- 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

The Parish Council will have regard to health and safety legislation, approved Codes of Practice, Guidance Notes and other relevant information issued by the Health & Safety Executive.

3. ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY

The Clerk's Responsibilities:

- Keep informed of relevant health and safety legislation.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
- Make effective arrangements to implement the Health and Safety Policy.
- Ensure that matters of health and safety are regularly discussed at meetings of the Parish Council.
- Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments, summarised in the minutes.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements. All contractors will be required to abide by the terms of the contractors' service level agreement and specified scope of work and will be given a copy of the Council's Health & Safety Policy.
- Ensure that work activities by the Council do not unreasonably jeopardise the health and 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 and Safety Executive.

Councillors, employees, contractors and voluntary helpers' responsibilities:

- Co-operate fully with the aims and requirements of the Council's Health and Safety Policy.
- Comply with Codes of Practice or work instructions for health and safety.
- Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Not intentionally interfere with or misuse equipment, tools, materials or facilities, or remove safety guards, safety devices or other equipment provided for health and safety.
- Report all accidents or incidents to the Clerk to the Council as soon as is reasonably practicable and assist with the investigation of such.