GOSFIELD HEALTH & SAFETY AT WORK POLICY

1. Health & Safety at Work Policy Statement

1.1 As a responsible employer, Gosfield Parish Council accepts its responsibilities under the Health & Safety at Work Act, 1974 and supplementary legislation. We consider that the health, safety and welfare of all persons affected by the conduct of our undertakings is of great importance.

1.2 We undertake, so far as it reasonably practicable, to ensure the health, safety and welfare at work of all our employees and councillors, to protect people working under our control, including outside contractors and volunteers, service users, visitors and members of the public.

1.3 We will achieve our aim of meeting health and safety requirements through the implementation and maintenance of a health and safety system. This will involve identifying responsibilities, monitoring legal requirements, carrying out sufficient and suitable written risk assessments and setting appropriate standards. Relevant procedures, checklists and training will be provided according to the findings of the risk assessments.

1.4 In particular, we will ensure, so far as is reasonably practicable:

1.4.1 The provision and maintenance of safe places to work

1.4.2 Safe internal and external access and exits to premises under our control

1.4.3 A healthy and safe working environment with adequate first aid provision and welfare facilities

1.4.4 Safe equipment and systems of work

1.4.5 Adequate fire prevention measures and fire and other emergency procedures which are made clear to all employees, councillors, officers and service users

1.4.6 A clear system of notification of accidents, including methods of recording and investigating

2. Responsibilities

2.1 The responsibility for health and safety rests with everyone, from the Clerk through to each individual member of staff, individual councillor or officer, outside contractors and volunteers.

2.2 The Parish Clerk is responsible for ensuring that all employees, councillors, officers, outside contractors and volunteers are aware of their responsibilities in accordance with the Parish Council's Health and Safety Policy and Risk Assessments.

2.3 The Parish Council will ensure that any outside contractors or volunteers carrying out work for or on behalf of the council have adequate and appropriate Public Liability Insurance.

2.4 All employees, councillors, officers, outside contractors and volunteers are responsible for reporting to the Parish Clerk any accident, hazard or situation encountered during their work which may affect their own health and safety and the health and safety of members of the public.

2.5 All employees have legal duties to:

2.5.1 Co-operate with the Parish Clerk on all health and safety matters

2.5.2 Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work

2.5.3 Co-operate, so far as is necessary, to enable any duty or requirement imposed on the Parish Council by or under any of the relevant statutory provisions, to be performed or complied with

2.5.4 Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

2.6 Failure to comply with these requirements may lead to disciplinary action being taken by the Parish Council and/or prosecution by the Health & Safety Executive (HSE).

3. Working from home – The Parish Clerk

3.1 If the Parish Clerk works from home, s/he must ensure that s/he works in a safe working environment

3.2 This includes observing the HSE's recommendations for safe manual handling, use of computer equipment, and workstation design

4. Training

4.1 The health and safety needs of everyone will be identified. The delivery of suitable training will ensure as far as reasonably practicable, that everyone is aware of their responsibilities for health and safety at work and competent to undertake their activities in a safe and healthy manner.

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Signed ……Chairman
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