

Littleton & Harestock Parish Council Health & Safety Policy

GENERAL STATEMENT

1. Littleton & Harestock Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
2. 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.
3. The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist in fulfilling the Council's responsibilities for ensuring safe working conditions.

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. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
3. Systems of work that are safe and without risks to health.
4. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
5. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
6. 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

ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY AT WORK

As the Council's Safety Officer, the Clerk will:

1. Keep up to date with relevant Health and Safety policy legislation.
2. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.
3. Make effective arrangements to implement the Health and Safety at Work Policy.
4. Ensure that matters of Health and Safety are considered and discussed as required at meetings of the Parish Council.
5. Ensure that risk assessments are carried out and documented as required, 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 electronically with hardcopies produced only as required.
6. Make effective arrangements to ensure Councillors, staff, contractors or voluntary helpers working for the Council comply with all reasonable Health

and Safety at Work Act requirements. All contractors will be given an electronic copy of the Council's Health & Safety at Work Policy before commencement of work by email.

7. Ensure that working practices or activities by the Council or its contractors do not unreasonably jeopardise the health and safety of members of the public.
8. Maintain a central record of notified accidents.
9. When an accident or hazardous incident occurs, take action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
10. Act as the contact and liaison point for the Health and Safety Inspectorate.

All Councillors, employees, contractors and voluntary helpers will:

1. Cooperate 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 for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.
3. Take reasonable care for the Health and Safety of other people who may be affected by Parish Council authorized 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 or increase risks.
6. Report any accidents, hazardous incidents or new potential risks to the Clerk.

December 2012