Dymock Parish Council

HEALTH AND SAFETY POLICY

General Statement

Dymock 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 Parish Council. The Parish Council also recognises that, as a public body, its responsibilities extend to the health and safety of members of the public who attend meetings or make use of its services such as play areas for leisure purposes. The Parish 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 on Health and Safety to assist the Clerk in fulfilling the Council's responsibility for ensuring safe working conditions.

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.

• Safe facilities for the use of the residents of Dymock and the wider public.

• 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 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.

Arrangements and Responsibilities for Implementing the Health and Safety Policy

As the Employer, the Parish Council will:

• Be responsible for this policy.

• Ensure safe equipment and supplies are provided to the Clerk, contractors and volunteers.

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

• Make effective arrangements to implement the Health and Safety Policy.

• 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.

• Ensure actions that have been approved by the Parish Council to remove, or to mitigate against, risk are carried out.

• Ensure that matters of health and safety are discussed when necessary at meetings of the Parish Council.

• Ensure that 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.

• 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 given a copy of the Council's Health and 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.

The Clerk, Contractors and Voluntary Helpers will:

• Co-operate fully with the aims and requirements of the Council's Health and Safety policy and comply with Codes of Practice or work instructions for health and safety.

• Take reasonable care for their own health and safety, use appropriate personal protective clothing where necessary and, where appropriate, ensure that 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 remove, safety guards, safety devices or other equipment provided by health and safety.

• Not misuse any plant, equipment, tools or materials.

• Report any accidents or hazardous incidents to the Clerk.

Adopted:

To be reviewed annually.