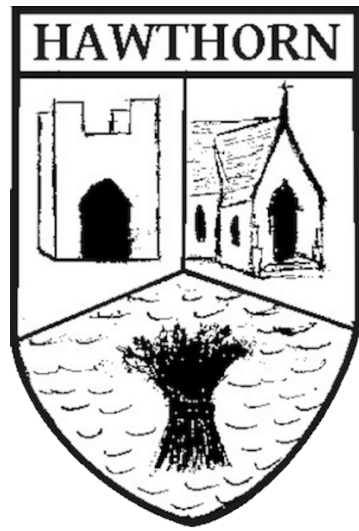


# Hawthorn Parish Council



## Health & Safety Policy

*Adopted March 2015*

*Review date March 2020*



# **HAWTHORN PARISH COUNCIL**

## **HEALTH AND SAFETY POLICY**

### **INTRODUCTION**

**This policy sets out the general principles and approach that the Hawthorn Parish Council (HPC) will follow in respect of Health and Safety legislation for premises and activities for which the Council is responsible.**

**It is the responsibility of all Councillor's and employees of the council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.**

### **1 HAWTHORN PARISH COUNCIL'S HEALTH & STATEMENT**

- a. Hawthorn Parish Council recognises its responsibilities as an employer for providing a safe and healthy environment for its employee, contractors, voluntary helpers and others who may be affected by the activities of the Council.
- b. The Council will make every effort to meet its responsibilities under the Health & Safety at Work Act 1974.
- c. If appropriate, the Council will seek expert technical advice on Health and Safety matters

### **2 AIMS OF THE HEALTH AND SAFETY AT WORK POLICY**

**To provide as far as is reasonably practicable:**

- a. A safe place of work and a safe working environment.
- b. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- c. Care and attention to 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 FOR CARRYING OUT HEALTH AND SAFETY POLICY AT WORK**

3.1 As the Council's Health and Safety Officer, the Clerk will:

- a. Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly.
- b. Make effective arrangements to implement the Health and Safety at Work Policy.
- c. Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council.
- d. Ensure that regular risk assessments are carried out of working practices and assets and maintain record of risk assessments.
- e. Make effective arrangements to ensure that contractors or voluntary helpers working for the council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Council's Health and Safety at Work Policy under cover of the attached letter.
- f. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- g. Maintain a central record of notified accidents.
- h. 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.

3.2 **All employees, contractors and voluntary helpers will:**

- a. 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.
- b. Take reasonable care of their own Health and Safety, use appropriate personal protective clothing and, where appropriate, ensure the appropriate First Aid materials are available.
- c. Take reasonable care for the Health and Safety of other people who may be affected by their activities.
- d. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
- e. Not misuse any plant, equipment, tools or materials so as to cause risks to Health and Safety.
- f. Report any accidents or hazardous incidents to the Clerk.

3.3 **The Parish Council will take all reasonable steps to ensure:**

- a. That information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.
- b. That its work, in all its forms, is done in ways so that members of the public are not put at risk.
- c. That arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
- d. That this policy is brought to the attention of all employees, members of the public, contractors, volunteers and Councillors and is reviewed annually.
- e. That when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.
- f. The Parish Council is responsible for managing safety, based on the council's safety policy.