Hedleyhope Parish Council

HEALTH AND SAFETY POLICY

INTRODUCTION

This policy sets out the general principles and approach that the Hedleyhope Parish Council 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 Councillors 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. HEALTH AND SAFETY STATEMENT

- Hedleyhope Parish Council recognises its responsibilities as an employer for providing a safe and healthy environment for its 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 & Safety at Work Act 1974 and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
- Where necessary and appropriate, the Council will seek expert technical advice on health and safety matters in fulfilling its responsibilities for ensuring safe working conditions.

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.
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- Arrangements for considering, reporting and reviewing matters of health and safety at work, including regular risk assessments of working activities.
- 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.
- Implement emergency procedures, including evacuation in case of fire or other significant incident.

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

3.1 The Council will:

- Keep informed of relevant health and safety legislation.
- Provide the resources and arrangements necessary to fulfil its 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 assets and maintain a record of risk assessments.
- Make effective arrangements to ensure that 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.

3.2 All employees, contractors and voluntary helpers will:

- Cooperate fully with the aims and requirements of the Health and Safety Policy and comply with Codes of Practice or work instructions for health and safety.
- 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.
- 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 for health and safety.
- Not misuse any plant, equipment, tools or materials so as to cause risks to health and safety.
- Report any accidents or hazardous incidents to the Clerk.

3.4 The Parish Council will take all reasonable steps to ensure:

- That information, equipment and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.
- That its work, in all its forms, is done in ways so that members of the public are not put at risk.
- That arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
- That this policy is brought to the attention of all employees, members of the public, contractors, volunteers and councillors and is reviewed annually.

4 CONTRACTORS

All outside contractors carrying out work on Council premises are to be aware of the expected requirements in relation to health and safety. The Parish Council will require contractors to:

- Supply copies of insurance certificates in respect of employer's liability and third-party risk.
- Where necessary, supply details of appropriate certification.
- Submit their health and safety policy and relevant risk assessments.
- Comply with this health and safety policy if they do not have one.
- Where necessary, supply a written method statement prior to starting major works.

A contractor accepting a contract from the Council will be deemed to have agreed to the following requirements:

- Conform in all respects to legal duties under the Health and Safety at Work Act 1974 and other relevant legislation.
- To supply and ensure employees wear and use protective equipment or anything provided in the interest of health, safety or welfare under legislation.
- Ensure that all equipment and machinery brought onto or used on the Council premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Health and Safety at Work Act 1974 or any of the relevant legislation.
- The Council will retain the right to stop any operation, plant or equipment or action of any employee if it is considered that there is a hazard to the health and safety of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
- In the event of the Council taking this action, the site representative will be notified verbally and will receive confirmation in writing.
- The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.
- The Council may notify an inspector, appointed under the authority of the Act, of any breach of the regulations.