

# **BARKWAY PARISH COUNCIL HEALTH AND SAFETY POLICY**

## **GENERAL STATEMENT**

1. Barkway Parish Council recognises its responsibilities as an employer for providing a safe and healthy environment for all of its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
2. The Council will make every effort to meet its responsibilities under the Health and Safety at Work Act etc 1974.
3. If appropriate, the Council will seek expert technical advice on Health and Safety matters.

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

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

1. A safe place of work and a safe working environment.
2. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
3. 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.

## **ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT HEALTH AND SAFETY POLICY AT WORK**

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

1. Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly.
2. Make effective arrangements to implement the Health and Safety at Work Policy.
3. Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council.
4. Ensure that regular risk assessments are carried out of working practices and assets and maintain record of risk assessments.
5. 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 and be requested to sign to acknowledge receipt and to agree to adhere to the Policy.
6. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
7. Maintain a central record of notified accidents.
8. When an accident or hazardous incident occurs take immediate action to prevent a recurrence or further accident and after appropriate investigation, complete the necessary accident reporting procedure.

### **All 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 of their own Health and safety, use appropriate personal protective clothing and, where appropriate, ensure the appropriate First Aid materials are available.
3. Take reasonable care for Health and Safety of other people who may be affected by their 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 risks to Health and Safety.
6. Report any accidents or hazardous incidents to the Clerk.

Adopted by Barkway Parish Council on 10th November 2014

Reviewed 14.03.2016