

	HEALTH AND SAFETY POLICY		
	Reviewed: Date	Adopted by Full Council: Date	Review By: Date

GENERAL STATEMENT

1. Tintinhull Parish Council recognises its responsibilities as an employer for providing a safe and healthy environment for all 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 1974 and will have regard to health and safety legislation, approved Codes of Practice, Guidance Notes and other relevant information issued by the Health and Safety Executive.
3. If appropriate, the Council will seek expert technical advice on Health and Safety matters.
4. An up-to-date copy of this Policy shall be maintained on Tintinhull Parish Council's website.

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. 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. Sufficient information, instruction and training for employees, contractors and voluntary helpers to identify and avoid hazards and carry out their work safely.

ARRANGEMENTS AND RESPONSIBILITIES FOR ENSURING HEALTH AND SAFETY AT WORK

Ultimate responsibility for health and safety rests with the Councillors of Tintinhull Parish Council. Day to day responsibility for implementation is delegated to the Clerk.

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

1. Be continuously informed of relevant Health and Safety Policy legislation and inform the Council accordingly.
2. Make effective arrangements to implement this Health and Safety at Work Policy.
3. Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council.
4. Make effective arrangements to ensure that employees, contractors or voluntary helpers working for the council comply with all reasonable Health and Safety at Work requirements.
5. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.

6. Ensure that the workplace and equipment is subjected to regular health and safety checks.
7. Ensure that regular risk assessments are carried out of working practices and assets and maintain record of risk assessments.
8. 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.
9. Maintain a central record of notified accidents.
10. Any health and safety issues that cannot be addressed adequately should be referred to the Chairman of the Parish Council or if he/she is unavailable to the Vice Chairman.

All Councillors, employees, contractors and voluntary helpers will:

1. Cooperate fully with the aims and requirements of this 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 in undertaking their duties and activities using appropriate personal protective clothing and, where appropriate, ensure the appropriate First Aid materials are available.
3. Familiarise themselves and ask for advice (where considered necessary) in relation to health and safety instructions.
4. Take reasonable care for the health and safety of other people who may be affected by their activities.
5. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
6. Not misuse any plant, equipment, tools or materials so as to cause risks to health and safety.
7. Report any accidents or hazardous incidents to the Clerk immediately or as soon as is reasonably practicable and to assist with the investigation of such. If reports are made verbally, they should be followed up by a written report confirming the nature of the problem, its severity and any recommendation for action.