

EXMINSTER PARISH COUNCIL HEALTH AND SAFETY POLICY

1. GENERAL STATEMENT

Exminster Parish Council recognises it has statutory responsibilities under Health and safety Acts to provide and maintain a safe and healthy environment for all its employees, Parish Councillors, contractors, voluntary helpers and members of the public who may be affected by the activities of the Council.

If appropriate, the Council will seek expert technical advice on Health and Safety matters

2. AIMS OF THE HEALTH AND SAFETY POLICY

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment.
2. Sufficient information, instruction and training for employees, contractors and volunteer helpers to carry out their work safely.
3. Care and attention to health, safety and welfare of employees, Parish Councillors, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

3. DAY TO DAY HEALTH AND SAFETY RESPONSIBILITIES

The Parish Council has specific responsibility for health and safety. The Clerk/Deputy 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 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 at Parish Council arranged activities and to maintain records of risk assessments. To regularly check the assets of the Council
5. Make effective arrangements to ensure that Parish Councillors, 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 under cover of the attached letter of engagement.
6. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.

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7. Maintain a central record of notified accidents and significant events.
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.

All employees, Parish Councillors, contractors and voluntary helpers will:

1. 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.
2. Comply with the Health and Safety procedures described in any role-specific Risk Assessment.
3. Carry out their duties in a way that does not adversely affect their own Health and Safety, use appropriate personal protective clothing and, where appropriate, ensure the appropriate First Aid materials are available.
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.
8. Undertake any training and or instructions in health and safety related subjects to ensure that they are competent to carry out their health and safety responsibilities.

This Policy has been reviewed by Belinda Newton, HR specialist.