

Shinfield Parish Council

Health & Safety Policy

GENERAL STATEMENT

1. Shinfield Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
2. The Council will meet its responsibilities under the Health and Safety at Work Etc. Act 1974 and will provide, as far as it is reasonably practicable, the resources necessary to fulfil this commitment.
3. The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

AIMS OF 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. Arrangements for considering, reporting and reviewing matters of health and safety at work, including regular risk assessments of working activities.
3. Systems of work that are safe and without risk to health.
4. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
5. Sufficient information, instruction and training of employees, contractors and voluntary helpers to carry out their work safely.
6. Care and attention to the 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 THE HEALTH AND SAFETY POLICY AT WORK

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

1. Keep informed of relevant health and safety policy and legislation.
2. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities.
3. Make effective arrangements to implement the safe and healthy working practises.
4. Ensure that matters of health and safety are regularly discussed at meetings of the Parish Council.
5. Ensure that regular risk assessments are carried out of working practises, with subsequent consideration and review of any necessary corrective/protective measures.

Adopted: November 2015

6. Where appropriate request contractors to supply a written method statement prior to starting major works.
7. Maintain a file of risk assessments.
8. Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety at work requirements.
9. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
10. Maintain a central record of notified accidents.
11. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence of further accidents and ensure accident reporting procedures are followed.
12. Act as the contact and liaison point for the Health and Safety Inspectorate.

All employees, contractors and voluntary helpers will:

1. Co-operate fully with the aims and requirements of this Health and Safety Policy and comply with Codes of Practice or work instructions for health and safety.
2. Take reasonable care for their own health and safety.
3. Where necessary use appropriate personal protective clothing.
4. Where appropriate, ensure that first aid materials are available.
5. Take reasonable care for the health and safety of other people who may be affected by their activities.
6. Not intentionally interfere with or remove guards, safety devices or other equipment provided for health and safety.

Signed:

Date:

Chairman of Council