

Burton Agnes Parish Council

HEALTH AND SAFETY POLICY

1. Burton Agnes Parish Council recognises and accepts its responsibility for providing a safe and healthy environment for its employees, contractors, voluntary helpers and others who may be affected by the activities of the Parish Council.
2. The Parish Council will meet its responsibilities under the Health and Safety at Work Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
3. The Parish Council will seek as and when appropriate, expert technical advice on Health and Safety to assist them in fulfilling their responsibilities.
4. The Parish Council will encourage as far as is reasonably practicable, the reporting of 'near misses' (ie incidents where no injury or hazardous incident resulted, but could indicate an underlying unidentified risk) as part of a proactive approach to the management of risk.
5. The Parish will maintain appropriate insurance cover for its activities.

AIMS OF THE HEALTH AND SAFETY POLICY

To provide as far as is reasonably practicable:

1. A safe environment in which to carry out Parish duties and Parish activities
2. Arrangements for considering, reporting and reviewing matters of Health and Safety including risk assessments of activities.
3. Specialist technical advice and assistance on matters of Health and Safety when necessary.
4. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their activities safely.
5. 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

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

1. Keep informed of relevant Health and Safety policy legislation.
2. Advise the Parish Council on the resources and arrangements necessary to fulfil the Parish Council's responsibilities for Health and Safety.
3. Make effective arrangements to implement the Health and Safety Policy.
4. Ensure that matters of Health and Safety are discussed when necessary at meetings of the Parish Council and reviewed at least annually.
5. Request contractors employed by the Parish Council to supply a written method statement and evidence of insurance cover prior to being awarded any contract for major works.
6. Maintain a file of risk assessments.
7. Make effective arrangements to ensure those contractors or voluntary helpers working for the Parish Council comply with all reasonable Health and Safety requirements. All contractors employed by the Parish Council will be given a copy of the Parish Council's Health & Safety Policy.
8. Ensure that work activities by the Parish Council do not jeopardise the health and safety of members of the public.
9. Maintain a central record of notified accidents and 'near misses'.
10. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and complete the necessary accident reporting procedure.
11. Act as the contact and liaison point for the Health and Safety Inspectorate.

All employees, contractors and voluntary helpers must:

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. Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials and means (eg mobile phone) of summoning professional help in the event of an accident are available.

3. Take reasonable care for the 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.
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 or 'near misses' to the Clerk or in the absence of a Clerk, to the Chair.