

BRAMERTON PARISH COUNCIL

HEALTH & SAFETY POLICY

GENERAL STATEMENT

1. Bramerton Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all 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 Act 1974 and any subsequent legislation to provide, as far as 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 THIS POLICY

4. To provide as far as is reasonably practicable:
 - i. a safe place of work and a safe working environment
 - ii. secure arrangements for reporting and reviewing matters of health and safety at work, including regular risk assessments of working activities
 - iii. systems of work that are safe and without risks to health
 - iv. specialist technical advice and assistance on matters of health and safety when necessary
 - v. sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely
 - vi. 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 & SAFETY POLICY

5. The Council's safety officer will be the Clerk who will:
 - i. keep up-to-date with relevant health and safety legislation
 - ii. advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under this policy
 - iii. make effective arrangements to implement this policy
 - iv. ensure that matters of health and safety are regularly discussed at meetings of the Council
 - v. ensure that regular risk assessments are carried out of working practices and facilities, that the results are adequately reviewed and any necessary corrective/protective measures are implemented
 - vi. maintain a file of risk assessments, summarised in the minutes
 - vii. make effective arrangements to ensure that contractors or voluntary helpers working for the Council comply with all health and safety requirements. All contractors will be required to abide by the terms of their contract and should be given a copy of the Council's health & safety policy
 - viii. ensure that work carried out by or on behalf of the Council does not unreasonably jeopardise the health and safety of members of the public
 - ix. maintain a central record of notified accidents

- x. when an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and complete the necessary accident reporting procedure
- xi. act as the contact and liaison point for the Health and Safety Executive.

6. All employees, contractors and voluntary helpers will:

- i. co-operate fully with the aims and requirements of any contract with the Council's and with this health and safety policy. Comply with relevant codes of practice or work instructions for health and safety
- ii. take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that suitable first aid materials are available
- iii. take reasonable care to ensure the health and safety of other people, including children and disabled or vulnerable people, who may be affected by their activities
- iv. not intentionally interfere with or remove safety guards, safety devices or other equipment provided for the health and safety of users
- v. not misuse any plant, equipment tools or materials
- vi. report any accidents or hazardous incidents to the Clerk.