

# **Brimpton Parish Council**

## **Health and Safety at Work Policy**

### **1. Introduction**

Brimpton 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 Parish Council.

The Parish Council will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974. Where appropriate, the Parish Council will seek expert technical advice on health and safety matters.

### **2. Aims of the Health and Safety Policy at Work**

The aim of this Health & Safety at Work Policy is to provide as far as is reasonably practicable:

- A safe place of work and a safe working environment.
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- 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. Responsibility for implementing the Policy**

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

- Keep informed of relevant Health and Safety Policy legislation and inform the Parish Council accordingly.
- Make effective arrangements to implement the Health and Safety at Work Policy.
- Ensure that matters of health and safety are regularly discussed at meetings of the Parish Council.
- Ensure that regular risk assessments are carried out of working practices and assets and maintain record of risk assessments.
- Make effective arrangements to ensure that contractors or voluntary helpers working for the Parish Council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Council's Health and Safety at Work Policy.
- Ensure that work activities by the Parish Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified accidents.
- 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.

### **3. Responsibilities of Employees, Contractors and Voluntary Helpers**

All employees, contractors and voluntary helpers working on behalf of the Parish Council are expected to:

- Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety.
- Take reasonable care of their own health and safety, use appropriate personal protective clothing and, where appropriate, ensure the appropriate First Aid materials are available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
- Not misuse any plant, equipment, tools or materials so as to cause risks to health and safety.
- Report any accidents or hazardous incidents to the Clerk.

### **4. Annual Review**

This Policy will be reviewed at the Annual Parish Council Meeting.