

Morwenstow Parish Council

Health & Safety Policy

General Statement

Morwenstow Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, volunteers and others who may be affected by the carrying out of works for the Council.

The Council is aware of its responsibilities under the Health & Safety at Work etc. Act 1974, and will, as far as is reasonably practicable, provide the necessary resources to fulfil this obligation.

The Council will seek, as and when considered appropriate, expert technical advice on Health and Safety matters to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

Aims of the Health & Safety Policy – to provide as far as is reasonably practicable:

- A safe place of work and a safe working environment.
- Regular Risk Assessments.
- A process for the reviewing of matters pertaining to Health & Safety at work.
- Obtain expert advice on Health & Safety at work when necessary.
- Information and training.
- Care and attention to the health, safety and welfare of employees, contractors, volunteers and members of the public who may be affected by the Council's activities.

Arrangements and Responsibilities for carrying out the Health & Safety Policy – the Clerk will:

- Keep up to date with relevant Health & Safety legislation and advise the Council.
- Make effective arrangements to fulfil the Health & Safety Policy.
- Ensure Health & Safety matters are discussed regularly at Council meetings.
- Ensure regular risk assessments are carried out, records kept and discussed at Council meetings.
- Ensure that work activities undertaken by the Council do not unnecessarily endanger the public.
- Maintain a record of notified incidents.
- Take necessary action, if an incident or accident occurs, to prevent further occurrences and record.
- Make effective arrangements to ensure contractors and volunteers comply with all reasonable Health & Safety requirements. All contractors to abide by the terms of the Service Level Agreement and the Council's Health & Safety Policy.
- Act as the contact and liaison point for the Health & Safety Executive.

All employees, contractors and volunteers will:

- Comply with the Codes of Practice or work instructions for Health & Safety.
- Take reasonable care for their own health and safety, to use appropriate protective clothing and, where appropriate, ensure that a first aid supplies are available.
- Take reasonable care for the health and safety of others who may be affected by their activities.
- Not knowingly interfere with or remove safety guards, safety devices or other equipment provided for health and safety purposes.
- Not misuse any plant, materials, tools or equipment.
- Report and accidents or hazardous incidents to the Clerk.

Morwenstow Parish Council 18th April 2018

Reviewed 17th February 2021

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