



Health & Safety Policy

St Mary Bourne Parish Council recognises and accepts its responsibility for providing a safe and healthy environment, so far as it is reasonably practicable, for its members, employees, volunteers, visitors, contractors, users of premises and for anyone affected by its activities.

Our statement of general policy, below, is based upon that required by the Health and Safety at Work etc Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions. Although the council has a single employee, the principles of the Act and Regulations are taken by the council as a minimum requirement for the safe and effective management of the council and its activities. Our statement of general policy is:

- To prevent accidents and cases of work-related or activity-related ill health by managing the health and safety risks in the workplace and at council owned facilities.
- To provide clear instructions and information, and adequate training, to ensure the Clerk is competent to do their work. Consultation on all health and safety matters to ensure continuing improvements.
- That arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
- To maintain safe and healthy conditions in the workplace and at council owned facilities, to provide and maintain plant, equipment and machinery, and to ensure safe storage/use of substances.

The Clerk is responsible for managing safety, acting on behalf of the Council and will keep copies of relevant health and safety documents, including contractor risk assessments, method statements and any other Health and Safety documents, in labelled Health and Safety files.

All Councillors, Employees (including sub-contractors) and volunteers have a duty to work safely and NOT put others at risk.

HEALTH AND SAFETY PROCEDURES

REPORTING ACCIDENTS: All accidents, no matter how small, must be reported in the first instance to the Clerk and details entered in the Accident Book. Thereafter, all such accidents will be brought to the attention of the Council. In the event of a serious injury or dangerous occurrence, the Chairperson, or in his absence the Vice Chairperson should be informed immediately.

REVISION OF SAFETY POLICIES AND PROCEDURES: The Council will revise this policy statement as often as may be appropriate to ensure the contents remain accurate and valid in light of changing practices and statutory requirements.

*Adopted Council meeting
13 September 2022*