

Health & Safety Policy (agreed by Council Sept 2016)

Hannington Parish Council, in the Basingstoke & Deane Borough, Hampshire

General Statement

1. Hannington 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 members of the public 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, the Management of Health and Safety at Work Regulations 1999, the Corporate Manslaughter and Corporate Homicide Act 2007 and other relevant legislation, and will 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 the Health & Safety Policy

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment.
2. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including appropriate risk assessments of working activities.
3. Safe systems of work.
4. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
5. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
6. 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. Maintain awareness of relevant health and safety legislation.
2. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities as outlined in the Health and Safety Policy.
3. Make appropriate arrangements to implement the Health and Safety Policy.
4. Ensure that matters of health and safety are regularly discussed at meetings of the Parish Council.

5. Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments, summarised in the minutes.
6. Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements. All contractors will be required to abide by the terms of the contractors' service level agreement and specified scope of work and will be given a copy of the Council's Health & Safety Policy.
7. Ensure that work activities by the Council do not adversely affect the health and safety of members of the public.
8. Maintain a central record of notified accidents/incidents.
9. In the event of an accident or hazardous occurrence, take appropriate and timely action to prevent a recurrence or further incident and to complete the accident reporting procedure.
10. Act as the contact and liaison point for the Health and Safety Executive.

All employees, contractors and voluntary helpers will:

1. 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 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 to reduce risk of injury or dangerous occurrence.
5. Not misuse or abuse any plant, equipment tools or materials.
6. Report any safety concern, accident or dangerous occurrence to the Clerk.

