

Rodney Stoke Parish Council

Health & Safety Policy

General Statement

1. Rodney Stoke Parish Council recognises its responsibility as an employer for providing a safe and healthy environment for its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council
2. The Council will make every effort to meet its responsibilities under the Health & Safety at Work Act
3. If appropriate, the Council will seek expert technical advice on Health & Safety matters

Aims of the Health & Safety Policy

To provide, as far as is reasonably practicable:

1. A safe working environment
2. Sufficient information, instruction and training as appropriate to enable work to be carried out safely
3. Care and attention to health, safety and welfare of all who may be affected by the Council's activities

Arrangements and Responsibilities for Application of the Health & Safety Policy

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

1. Keep abreast of changes in relevant Health & Safety legislation and will inform the Council accordingly
2. Make effective arrangements to implement Health & Safety Policy
3. Ensure that Health & Safety matters are regularly discussed at meetings of the Parish Council
4. Ensure that regular risk assessments are carried out of working practices and assets and maintain a record of those risk assessments in the *Risk Assessment Register and Schedule*
5. Ensure that work activities on behalf of the Council do not unreasonably jeopardise the Health & Safety of members of the public
6. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident
7. Provision contractors and others as appropriate with a copy of the Rodney Stoke Parish Council Health & Safety Policy and obtain a written acknowledgement of receipt

All employees, contractors and voluntary helpers will:

1. Cooperate fully with the aims and requirements of the Health & Safety Policy and comply with Codes of Practice or work instructions for Health & Safety
2. Take reasonable care of their own Health & Safety, use appropriate personal protective clothing and, where appropriate, ensure that First Aid materials are available
3. Take reasonable care for the Health & 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 for their Health & Safety
5. Not misuse any plant, equipment, tools or materials so as to cause undue risk to Health & Safety
6. Report to the Clerk any accidents or hazardous incidents at the first reasonable opportunity
7. Where requested, provide to the Clerk evidence of sufficient capability and insurance for the task being undertaken.

Adopted by Rodney Stoke Parish Council on: 21st May 2015

Reviewed and amended / unamended on:

Next review due: 19th May 2015