

Buckland Dinham Parish Council

Health and Safety Policy – December 2021

1. GENERAL STATEMENT

This policy sets out the general principles and approach that the Parish Council will follow in respect of Health and Safety legislation for premises and activities for which the Council is responsible.

Buckland Dinham Parish Council, in accordance with the requirements of The Health and Safety at Work Act (1974), and The Management of Health and Safety at Work Regulations (1999) accepts its duty to provide and maintain safe and healthy working conditions for all its employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council. A Council member will be responsible for Health and Safety. The Clerk is the appointed Safety Officer with access to competent Health and Safety advice.

2. THE COUNCIL

The Council will take all reasonable and practicable measures to meet this responsibility, paying particular attention to: -

- a. Provision and maintenance of premises, plant and equipment and systems of work that are safe.
- b. Providing sufficient information, instruction, training and supervision to enable all employees to identify and avoid hazards and to be able to contribute positively to their own safety and health at work, and that of others.
- c. Obtaining 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.
- d. Ensuring that regular risk assessments are carried out, with subsequent consideration and review of any necessary corrective and/or protective measures.
- e. Ensuring that work, in any form, protects the health and safety of employees, contractors and those not in employment of the council.

3. ALL EMPLOYEES

It shall be the duty of every employee while at work:-

- a. To take reasonable care for their own health and safety and of other persons who may be affected by their activities.
- b. To comply with any duty or requirement imposed by the Council or under any of the relevant statutory provision.

- c. To ensure Council equipment in their charge is properly maintained and correctly used.
- d. To identify and report hazards so that we can all contribute towards improving safety.

4. THE CLERK

It shall be the duty of the Clerk to:

- a. Maintain a central record of notified accidents.
- b. When an accident or hazardous incident occurs, to take any necessary immediate action to prevent a recurrence or further accident.
- c. To submit an accident report as soon as practicable to the Chairman and to the next meeting of the Council.
- d. To immediately notify the Council / Chairman / Vice Chair on any accident or hazardous incident that occurs.

5. CONTRACTORS

Contractors are required to have their own Health and Safety Policy and to carry out a risk assessment prior to the commencement of work.

Adopted : 2 December 2021

Next review : December 2022