



HEALTH AND SAFETY POLICY MOULTON PARISH COUNCIL

Introduction

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

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

It is the responsibility of all councillors' and employees of the council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.

THE PARISH COUNCIL'S SAFETY POLICY STATEMENT

1. Moulton 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 (1998), 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.

2. The Parish Council will take all reasonable steps to ensure that it complies with the law on Health, Safety and Welfare and any relevant Regulations, Approved Codes of Practice and Guidance. It will provide the resources to ensure the safety of its employees and others affected by its work.

3. The Parish Council will take all reasonable steps to ensure:

3.1 That information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.

3.2 That its work, in all its forms, is done in ways so that members of the public are not put at risk.

3.3 That arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.

3.4 That this policy is brought to the attention of all employees, members of the public, contractors, volunteers and Councillors and is reviewed annually.

Adopted August 2020

Review August 2021



3.5 That when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.

4. The Parish Council is responsible for managing safety, based on the council's safety policy.

5. The Clerk shall keep copies of all risk assessments, method statements and Health and Safety documents, in labelled Health and Safety files.

6. All Councillors, employees/contractors and volunteers have a duty to take reasonable care for their own health and safety and that of any persons who may be affected by their acts or omissions.

7. Day to day matters of Health and Safety are dealt with by the Clerk acting on behalf of the Council.

8. Risk Assessments

8.1 The Parish Council will carry out risk assessment of its activities as and when necessary and review these annually. This includes Lone Working & DSE form.

8.2 The Parish Council will set up and monitor policies and procedures to reduce any risks that are identified.

8.3 The Parish Council requires contractors to supply written Risk Assessments, written Method Statements and Safe Systems of Work prior to starting any major works on behalf of the council. Where possible and practical contractors should have a good understanding of the CDM Construction Design Management regulations and preferably have Safe Contractor Status (An accredited certificate)

9. The Parish Council insist that no person(s) intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions

Failure to comply with these requirements may lead to disciplinary action being taken by the Parish Council and/or prosecution by the Health & Safety Executive (HSE).

10. The health and safety training needs of everyone will be identified. The delivery of a training programme will ensure as far as is reasonably practicable, that everyone is aware of their responsibilities for health and safety at work and competent to undertake their activities in a safe and healthy manner.

11. Accidents/Near Misses

Involving councillors while on council business shall be reported in detail to the Clerk and entered into the Accident Book



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Involving contractors while on council business shall be reported in detail to the Clerk and entered into the Accident Book

Involving a member of the public while on council premises/land shall be reported in detail to the Clerk and entered into the Accident Book

Serious incidents involving council/councillors/contractors/members of the public shall both be entered into the Accident Book and reported by the Clerk to the relevant legislative body (HSE Health & Safety Executive) and or relevant authority such as Law Enforcement.