

Carlton Parish Council

Health and Safety Policy

1 General Statement

- 1.1 Carlton Parish Council (the PC) recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
- 1.2 The PC also recognises that, as a public body, its responsibilities extend to the health and safety of members of the public who attend meetings or make use of its facilities.
- 1.3 The PC will meet its responsibilities under the Health and Safety at Work Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
- 1.4 The PC will seek as and when appropriate, technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

2 Aims of the Health and Safety Policy

- 2.1 To provide as far as is reasonably practicable:
 - A safe place of work and a safe working environment;
 - Safe facilities for the use of the residents of Carlton and the wider public;
 - Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities;
 - Sufficient information, instruction and training for employees, contractors and volunteers to carry out their work safely.

3 Arrangements and responsibilities for implementing the Health and Safety Policy

- 3.1 As the Employer, the PC will be responsible for this policy.
- 3.2 As the Council's Safety Officer, the Clerk will:
 - Implement the Health and Safety Policy;
 - Keep informed of relevant health and safety legislation;
 - Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy;
 - Ensure that actions that have been approved by the PC to remove, or to mitigate against, risk are carried out;
 - Ensure that matters of health and safety are discussed at meetings of the PC when necessary;
 - Ensure that regular risk assessments are carried out of working practices and

- facilities, with subsequent consideration and review of any necessary corrective/protective measures, and to retain all risk assessments on file;
- Make effective arrangements to ensure those contractors or volunteers working for the Council comply with all reasonable health and safety requirements;
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public;
- Maintain a central record of notified accidents;
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure;
- Act as the contact and liaison point.

3.3 The Clerk, contractors and voluntary helpers will:

- Co-operate fully with the aims and requirements of the Council's Health and Safety Policy and its' implementation in respect of any contract or works order;
- Comply with Codes of Practice or work instructions for health and safety;
- Take reasonable care for their own health and safety, use appropriate personal protective clothing where necessary and, where appropriate, ensure that first aid materials are available;
- Take reasonable care for the health and safety of other people who may be affected by their activities;
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety;
- Not misuse any plant, equipment tools or materials;
- Report any accidents or hazardous incidents to the Clerk.

This policy was adopted by Carlton Parish Council at its Meeting on 13th March 2019