



Health & Safety Policy

GENERAL STATEMENT

- Heathfield and Waldron Parish Council recognises and accepts its responsibility for providing a safe and healthy environment for all its employees, members, volunteers and visitors and for anyone affected by the activities of the Council.
- The Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained. The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.
- The Council will ensure that suitable and sufficient risk assessments are undertaken for all its activities, including office operations, burial grounds, public open spaces and events. These assessments will be reviewed regularly and following any incident or significant change.

Our aims as listed below are based upon that required by virtue of the Health and Safety at Work etc. Act 1974. The principles of the Act and its underpinning Regulations, as later published, are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities. The Council will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

- 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 AND SAFETY POLICY

- To provide a safe place of work and a safe working environment;
- To provide adequate control of the health and safety risks arising from our activities;
- To consult with our staff on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To ensure all staff and volunteers are competent in their council-related activities, and to provide adequate training as far as is reasonably practicable;
- To prevent accidents and activity-related ill health as far as is reasonably practicable;
- To provide sufficient information, instruction and supervision of employees, volunteers and visitors as far as is reasonably practicable;

- To maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides: and
- To review and revise this Policy as necessary at regular intervals, but at least every two years.

IMPLEMENTATION OF THE HEALTH AND SAFETY POLICY

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

- 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.
- Make effective arrangements to implement the Health and Safety Policy.
- Ensure that matters of health and safety and risk assessments are regularly discussed at meetings of the Parish Council.
- Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures.
- 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 for the Health and Safety Executive.
- Ensure that training is undertaken by staff where required and that policies are in place and are reviewed regularly

All employees and volunteers will:

- Cooperate fully with the aims and requirements of the Council's Health and Safety Policy and 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 and where appropriate, 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
- The Clerical Assistant will ensure that the first aid box is complete and that its contents are within date
- The person organising work being undertaken by a 3rd party contractor, will ensure that the contractor has the relevant public liability insurance in place for the work they are undertaking on behalf of the Parish Council

F Chalk
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