**Hawthorn Parish Council**

**HEALTH AND SAFETY POLICY**

# GENERAL STATEMENT

## Hawthorn Parish Council recognises its responsibilities as an employer for providing a safe and healthy environment for its employee, contractors, voluntary helpers and others who may be affected by the activities of the Council.

## The Council will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974.

## If appropriate, the Council will seek expert technical advice on Health and Safety matters

# AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

***To provide as far as is reasonably practicable:***

## A safe place of work and a safe working environment.

## Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.

## Care and attention to health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council’s activities.

# ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT HEALTH AND SAFETY POLICY AT WORK

* **As the Council’s Health and Safety Officer, the Clerk will:**

## Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly.

## Make effective arrangements to implement the Health and Safety at Work Policy.

## Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council.

## Ensure that regular risk assessments are carried out of working practices and assets and maintain record of risk assessments.

## Make effective arrangements to ensure that contractors or voluntary helpers working for the council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Council’s Health and Safety at Work Policy under cover of the attached letter.

## 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.

* **All employees, contractors and voluntary helpers will:**

## Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety.

## Take reasonable care of their own Health and Safety, use appropriate personal protective clothing and, where appropriate, ensure the 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 so as to cause risks to Health and Safety.

## Report any accidents or hazardous incidents to the Clerk.

Adopted by Hawthorn Parish Council on 17th March 2015.

Next review March 2020

LKS March 2015