

Policy Statement

The Council recognises and accepts its responsibility as an employer for providing a safe and healthy working and operating environment and for taking all due care to protect the safety of its employees and members of the public who use its facilities. Accordingly, it will, so far as is reasonable and practicable, take steps to meet this responsibility, paying particular attention to the provision and maintenance of:-

- a) plant, equipment and systems of work that are safe;
- b) safe arrangements for the use, handling, storage and transport of articles and substances;
- c) sufficient information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees;
- d) safe places of work and safe access to them, together with safe public areas where these are under Parish Council control;
- e) a safe and healthy working and operating environment; and
- f) adequate facilities for welfare at work.

Responsibilities of Employees and Members of the Public

All employees and members of the public are reminded of their duty to take reasonable care for the safety of themselves and others who may be affected by their acts or omissions, to co-operate with others who may be affected by their acts or omissions and to co-operate with Council staff to secure compliance with statutory duties placed upon them. This is in addition to the responsibility of the Council and its managers / supervisors for ensuring generally safe conditions of work. You must not do anything that could threaten the health or safety of yourself, fellow employees, customers or members of the public.

Employees shall at all times:-

- i) make full use of appropriate safety equipment, devices and protective clothing and report any accidents, unsafe practices, systems of work and damage to equipment to the Parish Clerk;
- ii) refrain from smoking on the Council's premises;
- iii) refrain from alcohol or drugs on the Council's premises, other than those drugs medically prescribed; and
- iii) familiarise themselves with the Health and Safety Executive's health and safety policies and your health and safety duties and responsibilities,

Welfare and Hygiene

Protective clothing and other items issued for your protection because of the nature of your job must be worn at all times. Failure to do so may contravene the Health and Safety at Work Act.

Once issued, you should wear this protective wear on any and all relevant occasions, as not to do so may jeopardise your welfare and breach a condition of the Council's insurance policy.

Any cut or burn on the hand or arm must be covered with a suitable approved dressing.

If you are suffering from an infectious or contagious disease or illness, you must not report to work without clearance from your doctor. In these circumstances even after obtaining clearance from your doctor, you must obtain clearance from the Parish Clerk.

Arrangements

Copies of health and safety guidance provided by the Health and Safety Executive are held by the Parish Clerk. These are the primary reference for Health and Safety matters

Periodically, health and safety reviews will take place. Risk Assessment forms will be completed and, where appropriate, improvements implemented to minimise significant risks.

Safety instruction (where necessary) will primarily be provided on the job but will be supplemented by more formal tuition when required.

Accident Reporting

All accidents should be reported to the Parish Clerk using the appropriate Accident Report Form. The Parish Clerk will ensure that the Council's Accident Record is updated accordingly.

The policy will be reviewed from time to time and may be updated.