



Health and Safety at Work Policy

GENERAL STATEMENT

1. Spratton Parish Council recognises its responsibilities as an employer for providing a safe and healthy environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
2. The Council will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974.
3. 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:

1. A safe place of work and a safe working environment.
2. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
3. Care and attention to health, safety and welfare of employees, councillors, 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:

1. Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly.
2. Make effective arrangements to implement the Health and Safety at Work Policy.
3. Ensure that matters of Health and Safety are discussed at meetings of the Parish Council when necessary.
4. Ensure that regular risk assessments are carried out of working practices and assets and maintain record of risk assessments.
5. 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 Notice.

6. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
7. Maintain a central record of notified accidents.
8. 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:

1. 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.
2. 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.
3. Take reasonable care for the Health and Safety of other people who may be affected by their activities.
4. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
5. Not misuse any plant, equipment, tools or materials so as to cause risks to Health and Safety.
6. Report any accidents or hazardous incidents to the Clerk.

NOTICE TO CONTRACTORS

For Spratton Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

1. You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
2. The Council will retain the right to stop any operation and or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety or health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
3. The council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.
4. The Council may notify an inspector, appointed under the Authority of the Act, of any breach