

HEMSBY PARISH COUNCIL

HEALTH & SAFETY POLICY

Hemsby Parish Council recognises that under the Health and Safety Work Act 1974 it has a legal responsibility to ensure the health, safety and welfare of all its employees. It is also keen to ensure, as far as is reasonably practicable, that members of the public who use Council facilities do so in the safest way possible.

The Council recognises and accepts its responsibility as an employer for providing safe and healthy working conditions for all its employees and volunteers (including councillors), paying particular attention to the provision and maintenance of:

- 1) Plant, equipment and systems of work designed and maintained to operate and function safely.
- 2) Sufficient information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
- 3) To promote safety awareness among all employees and members of the public.
- 4) To provide a safe environment for all visitors and members of the public, bearing in mind that these persons may not be aware of health and safety risks which arise from using some Council facilities.
- 5) The wearing of Personal Protective Equipment and the compliance of Council safety procedures.
- 6) Any contractors engaged by the Council will be required to submit a suitable Method Statement and to adhere to such health and safety issues as the Council may deem compulsory.
- 7) Risk Assessments will be carried out as necessary and retained on record.
- 8) Electrical Portable Appliance Testing of Parish Council equipment will be conducted annually to conform to current legislation.

The Clerk to the Parish Council assumes the day to day responsibility of ensuring the Health and Safety Policy is reviewed, maintained and adhered to.

Health and safety will be kept under review by the Council

Employees and volunteers are reminded that they have a duty to care for their own safety and that of other workers and other persons who might be affected by their activities and to co-operate with the Council so as to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of each and every individual employee.

Employees and volunteers should:

- a) Seek advice on safety and health matters from the Clerk, and follow advice given.
- b) Comply with the instructions and procedures for safe working at all times.

c) Use, in a correct and safe manner, all equipment including machinery, tools, guarding and Personal Protective equipment.

d) Report immediately to the Clerk, or Chairperson, any defects in plant, structures, equipment or safety procedures which come to their notice.

e) Report promptly to the Clerk, or Chairperson, any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence of incidents. To record any such accidents in an Accident Book, to be held in the Community Centre.

A copy of this statement will be issued to all Council employees, volunteers and councillors. It will be revised, added to or modified when required and reviewed annually.

Adopted by Hemsby Parish Council

Signed..... Chairman

Date: 22nd July 2019