

HAWKWELL PARISH COUNCIL

HEALTH AND SAFETY POLICY

1. Hawkwell Parish Council recognises and accepts its responsibilities as an employer for providing safe and healthy working conditions for all its employees, whether paid or unpaid.
2. The Council will take all reasonable and practicable measures to meet this responsibility, paying particular attention to the provision and maintenance of:-
 - Plant, equipment and systems of work that are safe.
 - Safe arrangements for the use, handling, storage and transport of articles and substances.
 - Sufficient information, instruction, training and supervision to enable all employees to identify and avoid hazards and also to be able to contribute positively to their own safety and health at work, and that of others.
 - Sufficient information, instructions, training and supervision to enable all employees, paid or unpaid, to avoid hazards and contribute positively to their own safety and health at work.
 - A safe place of work with safe access and exit.
 - A healthy working environment and systems of work with medical advice as necessary.
 - Protective clothing and equipment where necessary.
3. Hawkwell Parish Council's policy is to maintain an environment which is safe and attractive for residents to use. This will be achieved by regular risk assessments and regular maintenance of equipment and facilities.
4. The Council will ensure that the safety policy is reviewed, maintained and followed.
5. Health and Safety will be kept under review by the Council on an annual basis.
6. Employees, paid or unpaid, are reminded that they have a duty of care for their own safety and that of other workers and other persons who might be affected by their activities. They must cooperate with the Council so that it can carry out its own responsibilities successfully.

7. Although the Council will take all reasonable steps to ensure the safety of staff, this does not absolve people of the duty to take reasonable care themselves.
8. Employees should:
 - seek advice on safety and health matters from the Council;
 - comply with the instructions and procedures for safe working as issued from time to time;
 - make proper use of protective clothing and safety equipment provided on every occasion;
 - report immediately to the Council any defects in plant, structures, equipment or safety procedures which come to their notice;
 - report promptly to the Council any incidents which have led or might lead to injury or damage and cooperate with any investigations which might be undertaken with the object of preventing accidents or re-occurrence of incidents;
 - To ensure Council equipment in their charge is properly maintained and correctly used.
9. Any matter which appears to contravene the above policy should be reported at once to the Clerk.
10. A copy of this statement will be issued to all employees, paid or unpaid, working on behalf of the Council. It will be revised, modified or added to from time to time.
11. Contractors are expected to have their own Health & Safety policy and to carry out a risk assessment prior to the commencement of work.

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