

KEADBY WITH ALTHORPE PARISH COUNCIL

HEALTH AND SAFETY POLICY

1.0 General statement

- 1.1 Keadby with Althorpe Parish Council recognises its responsibilities as an employer for providing a safe and healthy environment for all its employee, contractors, voluntary helpers and others who may be affected by the activities of the Parish Council.
- 1.2 The Parish Council will make every effort to meet its responsibilities under the Health and Safety at Work etc Act 1974 and subsequent regulations.
- 1.3 If appropriate, the Parish Council will seek expert technical advice on Health and Safety matters

2.0 Aims of the Policy

- 2.1 To provide as far as is reasonably practicable:
 - A. A safe place of work and a safe working environment;
 - B. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely; and
 - C. Care and attention to health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Parish Council's activities.

3.0 Arrangements and responsibilities

- 3.1 The Clerk will:
 - A. Keep informed of relevant Health and Safety Policy legislation and inform the Parish Council accordingly;
 - B. Where appropriate, make effective arrangements to implement the Health and Safety at Work Policy;
 - C. Where appropriate, ensure that matters of Health and Safety are discussed at meetings of the Parish Council;
 - D. Ensure that contractors or voluntary helpers working for the Parish Council comply with all reasonable Health and Safety at Work requirements.
 - E. Ensure that work activities by the Parish Council do not unreasonably jeopardise the health and safety of members of the public;
 - F. Maintain a central record of notified accidents; and
 - G. If an accident or hazardous incident occurs take immediate action to prevent a recurrence or further accident.

- 3.2 Any employees, contractors and voluntary helpers will:
- A. 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;
 - B. Take reasonable care of their own Health and Safety, use appropriate personal protective clothing and, where appropriate,
 - C. Take reasonable care for the Health and Safety of other people who may be affected by their activities;
 - D. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety;
 - E. Report any accidents or hazardous incidents to the Clerk.
- 3.1 The Parish Council will:
- A. Take seriously its Duty of Care to employee;
 - B. Ensure that appropriate levels of insurance are in place;
 - C. Carry out risk assessment if required
 - D. Ensure this policy is reviewed at least annually;

4.0 General

- 4.1 If it is necessary to call an ambulance, dial 999 for the emergency services. On no account should you move anyone who appears to be seriously injured unless it is essential to do so for reasons of personal safety.
- 4.2 If there is any electrical equipment must be maintained to prevent danger. Electrical inspections are carried out and checked to comply with National Inspection Parish Council for Electrical Installation Contractors (NICEIC) standards.
- 4.3 Lone members of staff should not arrange to meet unknown contacts except in public places. All members of staff should provide details to another person of where they are going, the purpose of the visit and their anticipated time of return. If there is any unexpected change to this, please telephone them if possible.
- 4.4 Aggressive Situations - It is recognised that some employees may be subjected to aggression because of the jobs that they do. Situations resulting in verbal abuse or anti-social behaviour, as well as physical assault, must be reported to identify possible remedial action.

To be adopted by Keadby with Althorpe Parish Council on 15th July 2015
Reviewed and amended
Next review