

## **DIPTFORD PARISH COUNCIL**

### **Health and Safety Policy**

**Adopted May 2020**

**Review date: May 2021**

#### **GENERAL STATEMENT**

1. Diptford Parish Council (DPC) recognises and accepts its duty as an employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all its employees, contractors, voluntary helpers and others likely to be affected by its activities.

2. DPC will meet its responsibilities under the Health and Safety at Work Act 1974 and all other subordinate legislation. DPC will provide, as far as is reasonably practicable, the resources necessary to meet this commitment.

3. DPC will seek, as and when appropriate, expert technical advice on Health and Safety issues in order to fulfil its responsibilities for ensuring safe working conditions.

4. As Parish Clerk the Proper Officer has overall responsibility for the implementation of the Parish Council's policy. In particular he/she is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored. The Proper Officer shall:

4.11 Keep himself/herself informed of relevant Health and Safety policy legislation;

4.12 Advise the Council on the resources and arrangements necessary to fulfil the Council's Health and Safety responsibilities;

4.13 Ensure that matters of Health and Safety are discussed at appropriate meetings of DPC;

4.14 Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures;

4.15 Ensure that a copy of DPC's Health and Safety Policy accompanies any confirmation of work given to suppliers undertaking contracted work for DPC prior to starting that work;

4.16 Ensure that a copy of DPC's Health and Safety Policy accompanies any confirmation of work given to voluntary helpers undertaking work for DPC prior to starting that work;

4.17 Maintain a central record of notified accidents. Should an accident occur, complete the necessary accident reporting procedure, together with any recommendations for future mitigation;

4.18 Ensure that the Health and Safety Policy is the subject of annual review by DPC.

5. To advise and support the Proper Officer, DPC may also nominate one of its Councillors as a Safety Officer. The Safety Officer shall assist in respect of:

- 5.11 the production and maintenance of the Parish Council's policy and ensuring that the Guidelines are consistent with policy;
- 5.12 its application;
- 5.13 monitoring and reporting on the effectiveness of the policy;
- 5.14 the identification of Health and Safety training needs.

#### **OBLIGATIONS OF DIPTFORD PARISH COUNCIL**

DPC will provide, as far as is reasonable practicable:

- 6. A safe place of work and a safe working environment.
- 7. Adequate resources to ensure that proper provision can be made for Health and Safety.
- 8. The provision and maintenance of required plant, machinery and equipment in a condition that is safe and without risk to Health and Safety.
- 9. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- 10. Systems of work that are safe and without risk to health.
- 11. Measures for obtaining when necessary specialist technical advice and assistance on matters of Health and Safety.
- 12. Sufficient information, instruction and training of employees, contractors and voluntary helpers to carry out their work safely.
- 13. Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and others likely to be affected by its activities.

#### **OBLIGATIONS OF EMPLOYEES, CONTRACTORS AND VOLUNTARY HELPERS**

- 14. To take responsibility for the Health and Safety of one's self, and to show due care and consideration for other persons who may be affected by acts or omissions at work.
- 15. To use appropriate personal protective clothing and, where appropriate, to ensure that appropriate first aid materials are available.
- 16. To ensure that Council equipment in their charge is properly maintained and correctly used, and not intentionally to interfere with or remove guards, safety devices or other equipment provided for Health and Safety reasons.
- 17. To report promptly to the DPC Chairman all accidents, damage and dangerous occurrences in which they are involved and any illness, physical disability or other impairment of their health which may effect, either permanently or temporarily, their ability to perform their normal work.