

# **OTTERBOURNE PARISH COUNCIL HEALTH AND SAFETY POLICY**

## **GENERAL STATEMENT**

1. Otterbourne Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for its employees, contractors, voluntary helpers and others who undertake the activities of the Council.
2. The Council will meet its responsibilities under the Health and Safety at Work Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
3. The Council will seek, as and when appropriate, expert advice on Health and Safety to assist in fulfilling the Council's responsibilities for ensuring safe working conditions.

## **AIMS OF THE HEALTH AND SAFETY**

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment.
2. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including risk assessments of activities.
3. Systems of work that are safe and without risks to health.
4. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
5. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
6. Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

## **CARRYING OUT THE HEALTH AND SAFETY POLICY**

The Clerk will:

1. Advise the Council as necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.
2. Ensure that matters of Health and Safety are considered and discussed as required at meetings of the Parish Council.

3. Make arrangements as instructed to implement the Health and Safety at Work Policy.
4. Ensure that risk assessments are carried out and documented as required, with subsequent consideration and review of any necessary corrective/protective measures. Consider requesting contractors to supply a written method statement prior to starting major works.
5. Ensure that working practices or activities by the Council or its contractors do not unreasonably jeopardise the health and safety of members of the public.
6. Maintain a record of notified accidents.
7. When an accident or hazardous incident occurs, ensure it is reported to Council in order to take action to prevent a recurrence or further accident.
8. Act as the contact and liaison point for the Health and Safety Inspectorate.

All Councillors, employees, contractors and voluntary helpers will:

1. Co-operate 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 for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.
3. Take reasonable care for the Health and Safety of other people who may be affected by Parish Council authorized 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 or increase risks.
6. Report any accidents, hazardous incidents or new potential risks to the Clerk.

**Adopted: Otterbourne Parish Council meeting 18 May 2021**