

NORTH FERRIBY PARISH COUNCIL



Health & Safety Policy

General Statement

1. North Ferriby Parish Council recognises and accepts its responsibility as an employer for providing a safe and healthy working environment for its employees, councillors, contractors, volunteers, and others who may be affected by the activities of the Council.
2. The Council will meet its responsibilities under the Health and Safety at Work etc. Act 1974, as far as it is reasonably practicable to provide the resources necessary to fulfil this commitment.
3. The Council will seek as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.
4. Ensure that the Health and Safety Policy is reviewed periodically, amended, updated, as and when deemed appropriate/necessary.
5. North Ferriby Parish Council will provide and maintain effective procedures for consultation and communication with members, employees, volunteers on health, safety and welfare in order to ensure the effectiveness of its Health and Safety Policy. High standards of Health and Safety will be achieved by putting this policy into practice and fostering of a positive health and safety culture will secure involvement and participation at all levels and will be sustained by effective communication enabling all to make a responsible and informed contribution to the health and safety effort.

Aims of the Health and Safety Policy

As far as is reasonably practicable North Ferriby Parish Council will:

1. Provide a safe place of work and a safe working environment
2. Ensure that there are adequate arrangements for considering, reporting and reviewing matters of Health & Safety at work, including risk assessments of working conditions
3. Ensure that there are systems of work that are safe and without risk to health
4. Obtain specialist technical advice and assistance on matters of Health and Safety when necessary
5. Provide sufficient information, instruction and training of employees, contractors and volunteers to carry out their work safely
6. Give care and attention to health, safety and welfare of employees, councillors, contractors, volunteers and members of the public who may be affected by the Council's activities

Arrangements and Responsibilities for Carrying Out Health & Safety At Work

As the Council's Safety Officer, the Clerk will:

1. Keep the Council informed of relevant Health and Safety policy legislation
2. Advise the Council on the resources and arrangements to fulfil the Council's responsibilities under the Health and Safety at Work Policy
3. Make effective arrangements to implement the Health and Safety at Work Policy

4. Ensure that matters of Health and Safety are reviewed regularly by the Parish Council
5. Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures. Consider requesting that contractors supply a written method statement prior to starting major works. Maintain a file of risk assessments
6. Make effective arrangements to ensure those contractors, volunteers or councillors working for the Council comply with all reasonable Health and Safety at Work requirements. All contractors should be given a copy of the Council's Health and Safety at Work Policy.
7. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public
8. Maintain a central record of notified accidents
9. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence of further accidents and complete the necessary accident reporting procedure
10. Act as the contact and liaison point for Health and Safety Inspectorate

All employees, contractors and volunteers will:

1. Report any accidents or hazardous incidents to the Clerk immediately or as soon as practicable
2. 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
3. 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
4. Take reasonable care for the Health and Safety of other people who may be affected by their activities
5. Not intentionally interfere with, or remove guards, safety devices or other equipment provided for Health and Safety.
6. Not misuse any plant, equipment tools or materials so as to cause risks to Health and Safety.