



MORETONHAMPSTEAD PARISH COUNCIL HEALTH & SAFETY POLICY



Moretonhampstead Parish Council (MPC) recognises and accepts its responsibility as an employer for providing a safe and healthy working and operating environment and for taking all due care to protect the safety of its employees and members of the public who use its facilities. Accordingly MPC will, so far as is reasonable and practicable, take steps to meet this responsibility paying particular attention to the provision and maintenance of:-

1. Plant, equipment and systems of work that is safe.
2. Safe arrangements for the use, handling, storage and transport of articles and substances.
3. Sufficient information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees including lone working – see separate Lone working Policy.
4. Safe public areas where these are under Parish Council control.
5. A safe and healthy working and operating environment.
6. Adequate facilities for welfare at work.

MPC 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.

All employees, contractors and members of the public are reminded of their duty to take reasonable care for the safety of themselves and others who may be affected by their acts or omissions and to cooperate with others who may be affected by their acts or omissions and to co-operate with council staff to secure compliance with statutory duties placed upon them. This is in addition to the responsibility of the council for ensuring generally safe conditions of work. You must not do anything that could threaten the health or safety of yourself or members of the public. (Health & Safety Act 1974 and the Management of Health and Safety at Work Regulations 1999)

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:

1. Keep himself/herself informed of relevant Health and Safety policy legislation;
2. Advise the Council on the resources and arrangements necessary to fulfil the Council's Health and Safety responsibilities;
3. Ensure that matters of Health and Safety are discussed at appropriate meetings of MPC;
4. Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures;
5. Ensure that a copy of MPC's Health and Safety Policy accompanies any confirmation of work given to suppliers undertaking contracted work for MPC prior to starting that work;
6. Ensure that a copy of MPC's Health and Safety Policy accompanies any confirmation of work given to voluntary helpers undertaking work for MPC prior to starting that work;

7. Maintain a central record of notified accidents. Should an accident occur, complete the necessary accident reporting procedure, together with any recommendations for future mitigation;
8. Ensure that the Health and Safety Policy is the subject of annual review by MPC.

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

1. The production and maintenance of the Parish Council's policy and ensuring that the Guidelines are consistent with policy;
2. Its application;
3. Monitoring and reporting on the effectiveness of the policy;
4. The identification of Health and Safety training needs.

Contractors shall at all times make full use of appropriate safety equipment, devices and protective clothing and report any accidents, unsafe practices, systems of work and damage to plant to the Clerk to the Council. The Clerk will ensure all contractors are aware of this policy and will ensure that all contractors have appropriately trained and certificated personnel. The Clerk will also check that all contractors are insured through checking the contractor's certificates.

Smoking including e-cigarettes is not permitted on the council's premises.

No alcohol or drugs are allowed on the councils premises other than those drugs medically prescribed.

Make yourself familiar with health and safety policy and your health and safety duties and responsibilities.

This policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to Health and Safety Legislation.

This version: December 2019
Due for review: December 2020