

# A Model Policy for a Quality Parish Council

## Morston Parish Council Health & Safety Policy

### GENERAL STATEMENT

- The Council recognises its responsibilities for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers, parishioners and others who may be affected by the activities of the Council.
- The Council accepts its responsibilities under the Health and Safety at Work Etc Act 1974\*, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
- 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.
- This policy will:
  - Be amended should the activities of the council change in any way,
  - Be reviewed annually.

### AIMS AND OBJECTIVES OF THE HEALTH AND SAFETY POLICY

To provide as far as is reasonably practicable,

- A safe place of work and a safe working environment.
- Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities (see Risk Assessment Policy).
- Systems of work that are safe and without risks to health.
- Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
- Sufficient information, instruction and training for Councillors, employees, contractors and voluntary helpers to carry out their work safely.
- Care and attention to the health, safety and welfare of Councillors, employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities

### ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY

The Clerk will:

- Keep the Council informed of relevant health and safety legislation, and act as the contact and liaison point for the Health and Safety Executive or any other authority.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Act 1974.

#### **Safety Policy.**

- Make effective arrangements to implement the Health and Safety Policy.
- Ensure that matters of health and safety are regularly discussed at meetings of the Council.
- Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Morston Parish Council comply with all reasonable health and safety requirements.
- It is the responsibility of Councillors, employees, contractors and voluntary helpers to report to the Clerk any H & S issue that comes to their attention and it is the responsibility of the Clerk to rectify the situation at the first reasonable opportunity.
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of incidents/ accidents. All such reports should be brought before the council at the next parish council meeting together with a note of any action taken in respect of these matters.
- Should an accident or hazardous incident occur, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.

\*Section 2 (3) of the Health and Safety at Work Act 1974 requires every employer with 5 or more employees to prepare a written statement of general policy.

Adopted June, 2021.

