



# Oliver's Battery Parish Council

## Health and Safety Policy

Oliver's Battery Parish Council recognises and accepts its responsibilities to provide and maintain safe and healthy working environments for all its employees, contractors, voluntary helpers, members of the public and others who may be affected by the activities of the Council. The Council will meet its obligations under the Health and Safety at Work Act 1974, and, if appropriate, seek expert technical advice.

The Council will provide, as far as is reasonably practicable, appropriate information, instruction and training to assist the Clerk and others in fulfilling these requirements.

### ***As the Council's Health and Safety Officer, the Clerk will:***

- Keep informed of relevant health and safety legislation, arrange for its implementation within the Council and monitor its compliance.
- Advise the Council on all matters of health and safety.
- Draft Council Safety Policies, Risk Assessments and Guidance Notes.
- Make effective arrangements to implement and monitor 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. Maintain a file of any relevant risk assessments, summarised in the minutes.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements.
- 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 accidents, available for inspection if required.
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the health and safety enforcing authorities (local authority, Health and Safety Executive (HSE), Environment Agency (EA) and the emergency services (fire and rescue, police and ambulance).
- Carry out any other health and safety duties as may be assigned by the Council.

### ***All employees, contractors and voluntary helpers will:***

- Take reasonable care for their own health and safety, use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.



- Cooperate fully with the aims and requirements of the Council's Health and Safety Policy.
- Comply with Codes of Practice or work instructions for health and safety.
- Undertake any training in health and safety related subjects to ensure that they are competent to carry out their duties
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
- Not misuse any plant, equipment tools or materials.
- Report any accidents or hazardous incidents to the Clerk.