



Thornton-Le-Dale Parish Council

Health & Safety at Work Policy

GENERAL STATEMENT

Thornton-Le-Dale Parish Council, in accordance with the requirements of The Health and safety at Work Act (1974), and The Management of Health and Safety at Work Regulations (1998), accepts its duty to provide and maintain safe and healthy working conditions for its employee. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council. The Council will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

AIMS OF THE HEALTH & SAFETY AT WORK POLICY

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 & Safety at work, including regular risk assessments of work activities.
3. Provide systems of work that are safe and without risks to health.
4. The Council will seek, when necessary, specialist technical advice and assistance on matters of Health & Safety to assist the Clerk in fulfilling its responsibilities for ensuring safe working practices.
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.

ARRANGEMENTS AND RESPONSIBILITIES FOR THE CARRYING OUT OF THE HEALTH AND SAFETY AT WORK POLICY

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

1. Keep informed of relevant Health and Safety policy legislation and where necessary identify training for her/his/any councillor to keep up to date with statutory requirements.
2. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.
3. Make effective arrangements to implement the Health & Safety at Work Policy.

4. Ensure that matters of Health & Safety are regularly discussed at the meetings of the Parish Council to ensure continuing improvement.
5. Ensure that regular risk assessments are carried out of work practices, 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. Maintain a file of risk assessments.
6. Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health & Safety at Work requirements. All contractors will be given a copy of the Council's Health & Safety at Work Policy.
7. Ensure that work activities by the Council, in all its forms, is done in ways that people who are not an employee are not put at risk.
8. Maintain a central record of notified accidents.
9. **Reporting accidents-** All accidents, no matter how small, must be reported in the first instance to the Clerk and details entered in the Accident Book. Thereafter, all incidents will be brought to the attention of the Council. In the event of a serious injury or dangerous occurrence, the Chairperson, or in his absence the Vice Chairperson should be informed immediately.
10. Act as the contact and liaison point for the Health & Safety Inspectorate.

All employees, contractors and voluntary helpers will:

1. Cooperate fully with the aims and requirements of the Health & Safety at Work Policy and comply with Codes of Practice or work instructions for Health & Safety.
2. Take responsible care for their own Health & 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 their activities.
4. Not intentionally interfere with or remove safety guards, safety devices or other equipment provide for Health & Safety.
5. Not misuse any plant, equipment tools or materials so as to cause risks to Health and Safety.
6. Report any accidents or hazardous incidents immediately to the Clerk.

Revision of safety policies and procedures

Thornton-Le-Dale Parish Council will revise this policy statement as often as may be appropriate to ensure the contents remain accurate and valid in light of changing practices and statutory requirements.

Next review date – December 2025

Signed Chairperson

Date.....

