

Blackwell Parish Council	
Health and Safety Policy	
Date approved:	Review Date:

Introduction

The policy of Blackwell Parish Council with regard to the implementation of the Health and Safety at Work Act 1974 is:

- As far as reasonably practicable, to eliminate accidents and minimise the likelihood of ill-health being caused by working conditions.
- As far as is reasonably practicable, to ensure that the place of work is maintained in a safe condition, and that means of entry and exit are without risk.
- To provide and maintain a working environment for any employee, volunteer and clients that is adequate with regards to facilities and arrangements for their welfare.
- The Health and Safety at Work Act 1974 imposes a duty on each employee, whilst at work, to take responsible care for the Health and Safety of himself or herself and others with whom he or she works.

The Parish Clerk will review the operation of the Policy and report to the Parish Council on its effectiveness.

Members, volunteers, and clients are encouraged to maintain an active interest in accident prevention, and comply with Health and Safety Regulations, by discussing and considering any unsafe practice or condition likely to cause ill health, and report these to the Parish Clerk.

The Parish Council are responsible for Health and Safety, and the Parish Clerk is responsible for its organisation and management, and to ensure that adequate insurance is in place to cover participants.

Whilst the ultimate responsibility for Health and Safety rests directly with the Parish Council, the duties arising out of the responsibility are exercised through unbroken and logical delegation to the first level of supervision at all locations.

The Parish Clerk is responsible for disseminating information on Health and Safety to all levels of staff, volunteers, sub-contractors and clients and, in addition, monitors the effectiveness of the Policy and activities.

The Parish Council will:

- Provide a safety service, including audit for the Parish Council, covering all aspects of safety and fire for Parish Council operations and other activities.
- Examine overall health and safety issues as they affect the Parish Council and ensure the development and introduction of improved assessment methods.
- Allocate sufficient resources to provide and maintain conditions and places of work that are, as far as reasonably practicable, safe and healthy.
- Take all reasonably practicable steps to ensure that premises in which work is carried out are operated and maintained so as to ensure, so far as reasonably practicable, a safe and healthy system of working.
- Provide, where necessary, approved protective equipment and clothing and ensure that its proper use is understood.
- Take all reasonable steps to inform employees, volunteers, sub-contractors and clients about materials, equipment or processes used in their work which are known to be potentially hazardous to health or safety.

- Keep all operation and methods of work under review so that they can, if necessary, be revised in the light of experience and up to date knowledge.
- Promote joint consultation in health and safety matters to ensure effective participation by all employees, volunteers, and clients.
- Provide appropriate facilities for first aid.
- Seek advice, where appropriate, when potentially hazardous situations exist or might arise.
- Collect, analyse and promulgate data on accident, sickness and incidents involving personal injury or injury to health and to investigate all such occurrences, and ensure that recommendations are made to prevent recurrence.
- Seek to ensure that relevant and up-to-date information in all aspects of health and safety legislation and good practice is obtained and made available to interested parties.
- Carry out continual assessment for any change of activity, process or equipment and make the findings of such an assessment generally available.
- Train new members as appropriate, volunteers and those taking on new jobs or responsibilities and ensure that they are aware of any particular hazards of the job or working environment.
- Ensure that any accident is fully investigated, and, where the fault lies with working methods, machinery, materials, or processes, that such fault is corrected.

All accidents must be reported to the Parish Clerk and recorded. When the Parish Clerk is absent, accidents should be reported to the Chair or Vice Chair of the Parish Council.

To be reviewed annually.

This policy is fully supported by the members of Blackwell Parish Council	
Signed by	Chairman, Blackwell Parish Council
Date	