

Mellor Parish Council (MPC)

Health & Safety Policy

General Statement

1. Mellor Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and members of the public who may be affected by the activities of the Council.
2. The Council accepts its responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Corporate Manslaughter and Corporate Homicide Act 2007 and other relevant legislation, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
3. This policy cannot hope to cover all of the relevant legal provisions in detail, therefore, where necessary, MPC will seek advice either from NALC or from the HSE if further information is required.

Policy Objectives

To provide, as far as is reasonably practicable:

1. A safe place of work with an absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
2. The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees
3. Obtaining specialist technical advice and assistance on matters of Health and Safety if and when necessary.
4. So far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks.
5. The provision and maintenance of a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work. This extends to all local council employees who work at home. The provision and maintenance of a safe working environment also extends to non-employees including volunteers and contractors.
6. Adequate 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.

Note: MPC will ensure all their independent contractors are competent to undertake the work and request that they have public liability insurance and have conducted a risk assessment covering their work for the council. A Risk Assessment being described as "nothing more than a careful examination of what, in your work, could cause harm to people."

Responsibilities

The Clerk will:

1. Maintain awareness of relevant health and safety legislation.
2. Advise the Council as necessary on how it can fulfil its responsibilities as outlined in the Health and Safety Policy.
3. Make appropriate arrangements to implement the Health and Safety Policy.
4. Ensure that matters of health and safety are reviewed regularly at meetings of the Parish Council.
5. Ensure that, where necessary, risk assessments are carried out regarding working practices with subsequent consideration and review of any necessary corrective/protective measures.
6. Maintain a file of risk assessments, summarised in the minutes.
7. Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all statutory health and safety requirements. All contractors will also be required to abide by the Council's Health & Safety Policy.
8. Maintain a central record of notified accidents/incidents.
9. In the event of an accident or hazardous occurrence, take appropriate and timely action to prevent a recurrence or further incident and to complete the accident reporting procedure.
10. Act as the contact and liaison point for the Health and Safety Executive.

Self-Awareness

All councillors, employees, contractors and voluntary helpers must:

1. Comply with current codes of practice and/or work instructions regarding health and safety.
2. Take reasonable care for their own health and safety, including the use of appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are readily available and "to hand".
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 provided to reduce risk of injury or dangerous occurrence.
5. Not misuse or abuse any plant, equipment tools or materials.
6. Have due regard to their surroundings and place of work and not take unnecessary risks.
7. Report any safety concern, accident or dangerous occurrence to the Clerk.

Adopted by Mellor Parish Council onNext review due in