



# HAUGHLEY PARISH COUNCIL

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## Health & Safety Policy

Adopted 16 May 2019

The Council is committed to providing for the health, safety and welfare of all employees.

It is the duty of the Proper Officer to ensure that the policy is upheld at all times and of the Council to provide the necessary funds and manpower required.

The Council will conduct its undertakings in such a way as to ensure, so far as it is reasonably practicable, that persons not in its employment who may be affected are not exposed to risks to their health and safety. Where such risks exist, information will be provided and all reasonable steps will be taken to bring this to the attention of its employees.

### The Council's general policy is to:

- prevent accidents and injuries by assessing and controlling health and safety risks;
- provide safe, healthy working conditions, and safe equipment;
- train and instruct employees to work safely;
- consult with employees about their health and safety;
- and establish emergency procedures as required

### The Council is responsible for:

- Ensuring there is consultation on health & safety matters with staff, either through recognised trade unions or representatives of other groups of employees, as appropriate.
- Review and revision of this policy as necessary, which will be brought to the attention of employees.
- The Council's responsibility lies with the Proper Officer in the first instance.
- Managers are responsible for the implementation of the Health & Safety policy in the areas under their control.

### All employees must:

- Comply with any safety instructions and directions issued by the Council.

- Take reasonable care for their health & safety and that of other persons (e.g. other employees, contractors, customers, visitors, workmen etc.) who may be affected by your acts or omissions at work.
- Co-operate with the management to ensure that the aims of this policy statement are achieved and any duty or requirement imposed on the Council by or under any of the relevant statutory provisions is complied with.
- Report to the Proper Officer and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury
- Use equipment or protective clothing provided in accordance with the training you have received.
- Report any potential risk or hazard or malfunction of equipment to the appropriate authority.

Any failure to comply with any aspects of these procedures, rules or duties specifically assigned to the employee with regard to health & safety will be regarded as a disciplinary matter which will be dealt with under the Council's disciplinary procedure.

### **Accident reporting**

If you suffer an accident on the Council's duties you (or someone on your behalf) must report that fact to the Proper Officer as soon as it is practicable after the event. All accidents should be reported however trivial. The accident will be recorded in the Council's accident book, which is kept at the Proper Officer's office.

### **Risk assessments**

To prevent accidents or ill-health, management has a duty to carry out risk assessments. The purpose of a risk assessment is to decide if safety action is needed, such as:

- changing the method of work to a safer one;
- repairing or replacing unsafe equipment; and
- training people in safe methods of working.