



## **WOLVEY PARISH COUNCIL**

### **HEALTH AND SAFETY POLICY**

Wolvey Parish Council takes very seriously its obligations and responsibilities under Health and Safety legislation. The objective is to provide a safe and healthy environment for all staff, contractors, voluntary helpers and others who may be affected by the activities of the council.

Our statement of general policy is:

- To regularly review working practises including the general working environment of individual's work area and work load
- To provide adequate control of the health and safety risks arising out of work activities
- To consult with our employees, contractors and volunteers on matters affecting their health and safety
- To provide and maintain equipment so as to minimise the risk of accident or injury
- To endeavour to prevent accidents and cases of work related ill health
- To ensure employees/volunteers are competent to do their tasks and give adequate training if required
- To maintain safe and healthy working conditions
- To ensure public meetings of the parish council are conducted in a safe manner
- To undertake risk assessments where necessary
- To review risk assessments annually

The council requires the full co-operation and participation of all employees, contractors and volunteers who are expected to take reasonable care for their own safety and for the others who may be affected by their acts or omissions and to co-operate fully with the council in the arrangements made in relation to health and safety matters. For example, they must:

- Adhere to the prescribed safe system of working
- Report any faults or defects in machinery or equipment immediately
- Report any safety concerns at all immediately
- Report any accidents to the Parish Clerk

Only those qualified to do so, and employed for that purpose, may carry out repairs or maintenance of machinery or equipment.

The person delegated to be responsible for the implementation of this policy is the Parish Clerk.

This policy will be reviewed and amended as required by the parish council on an annual basis.

Adopted by Wolvey Parish Council on 19<sup>th</sup> October, 2015