

Hinton Blewett Parish Council

HEALTH & SAFETY AT WORK

1. GENERAL POLICY STATEMENT

Hinton Blewett Parish Council is committed to securing, as far as is reasonably practicable, the Health, Safety and Welfare of employees and other persons likely to be affected by the activities of the Council.

The Council recognises that effective Health and Safety performance can only be achieved through the support of its staff, and a management commitment to continuous improvement.

In order to adequately control the risks to staff and the public, the Council is committed to:

- a) The rigorous recruitment and selection of personnel
- b) A system of monitoring based on the demonstration and maintenance of competence.
- c) The procurement, maintenance and use of suitable equipment.
- d) The provision of information relating to hazards, their associated risks and appropriate control measures
- e) Simple effective procedures and systems.
- g) The application of discipline and clear instructions at all workplaces.
- h) Risk assessments carried out at least annually by the Clerk and approved by the Parish Council.

2. RESPONSIBILITIES

Overall and final responsibility for health and safety in the Parish Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of Hinton Blewett Parish Council. The Clerk is responsible for this policy being carried out.

The Accident Record Book is kept on the Parish Council laptop and maintained by the Clerk.

3. FIRST AID

The Clerk will keep adequate first aid resources at their home place of work.

The First Aid kit is stored in a locked cupboard at the Village Hall will be made available at Parish Council events.

Chairman: Liz Brimmell, Abbots Barn Cottage, Hinton Blewett, Bristol BS39 5AL
Tel: 01761 453926. Email: EBrimmell@btinternet.com

Parish Clerk: Mrs Emily Merko, 18 Inner Elm Terrace, Radstock, BA3 3XT
Tel 01761 433761. Email: clerk@hintonblewettpc.co.uk

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4. TRAINING

The Parish Clerk will ensure they are aware of the latest legislation on Health & Safety through advice from SLCC and NALC.

5. ENGAGEMENT OF CONTRACTORS

The Clerk will ensure that contractors provide to the Parish Council their Health and Safety Policy and / or a risk assessment for the work to be carried out along with up-to-date test certificates for equipment that is used if necessary.

6. REPORTING AND RECORDING ACCIDENTS

Accidents incurred by employees or members on Parish Council business and accidents at Parish Council events shall be reported to the Parish Clerk who will record them in the Accidents Record Book.

7. ELECTRICAL EQUIPMENT IN THE PLACE OF WORK

Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.

Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.

Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

Adopted by Parish Council 30th March 2016

Review History	To be reviewed annually
Parish Council	28 th March 2017
Next review	March 2018

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