



MARTOCK PARISH COUNCIL HEALTH AND SAFETY POLICY

This Health and Safety Policy was approved by the Council at its meeting on 3rd March 2011

1. Martock Parish Council recognises that it has a legal duty of care towards protecting the Health and Safety (H&S) of its members, employees, volunteers and others who may be affected by the Council's activities.
2. In order to discharge its responsibilities the Parish Council will:
 - a. provide an organisational structure that defines the responsibilities for H&S;
 - b. ensure that the systems and procedures relating to this policy are rigorously applied;
 - c. provide adequate control of H&S risks arising from its work and volunteering activities;
 - d. consult with its members, employees and volunteers on matters affecting their H&S;
 - e. provide and maintain safe plant and equipment;
 - f. ensure the safe handling and use of hazardous substances;
 - g. provide information, instruction and supervision for members, employees and volunteers;
 - h. provide adequate training and ensure that all members, employees and volunteers are competent to do their tasks;
 - i. prevent accidents and cases of work-related ill health;
 - j. maintain safe and healthy working conditions;
 - k. satisfy itself that any organisation which is contracted to carry out work for the Parish Council will pay due regard to H&S matters;
 - l. bring this policy to the attention of all members, employees and volunteers, and seek their co-operation in supporting the Parish Council in its efforts to establish and maintain a safe and healthy working environment.
3. This H&S Policy and its associated organisational arrangements, systems and procedures, will be reviewed biennially and revised as necessary to reflect changes in the Council's business activities. Any changes to this policy will be brought to the attention of all employees.
4. It is the responsibility of all members, employees and volunteers to co-operate in the implementation of this H&S Policy within their areas of influence. They have a legal duty to ensure their own safety and the safety of others (for example, colleagues, visitors and contractors) under the provisions of the Health and Safety at Work Act, 1974. They must therefore
 - a. comply with any safety instructions and directions issued by the Parish Council;
 - b. take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions at work, by observing the safety rules which are applicable to them;
 - c. cooperate with the Parish Council to ensure that the aims of this H&S policy are achieved and that any duty or requirement on the Parish Council by or under any of the relevant statutory provisions is complied with;
 - d. report and cooperate in the investigation of all accidents or incidents that have lead or may lead to injury;

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- e. use equipment or protective clothing provided in accordance with the training they have been given;
 - f. report any potential risk, hazard or malfunction of equipment to the appropriate authority;
5. A failure by an employee to comply with any aspect of the this H&S policy and its associated procedures, rules or duties will be treated by the Parish Council as serious misconduct.
 6. This Health & Safety Policy will be reviewed and renewed biennially.