COATES

 *Source of the Thames*

**COATES PARISH COUNCIL**

**HEALTH AND SAFETY POLICY**

**GENERAL STATEMENT**

* Coates Parish Council (CPC) recognises and accepts its responsibilities for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of CPC.
* CPC will meet its responsibilities under the Health and Safety at Work Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
* CPC will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the CPC's responsibilities for ensuring safe working conditions.
* CPC is not responsible for equipment owned by its employees, contractors and voluntary helpers when used in relation to assets owned by CPC.
* CPC will ensure that all its employees, contractors and voluntary helpers are made aware of this policy.

**AIMS OF THE HEALTH AND SAFETY POLICY**

To provide as far as is reasonably practicable:

* A safe place of work and a safe working environment.
* Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
* Systems of work that are safe and without risks to health.
* Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
* Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
* Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by CPC's activities

**ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY**

As the CPC’s Safety Officer, the Clerk will:

* Keep informed of relevant health and safety legislation.
* Advise CPC on the resources and arrangements necessary to fulfil the CPC’s responsibilities under the Health and Safety Policy.
* Make effective arrangements to implement the Health and Safety Policy.
* Ensure that matters of health and safety are regularly discussed at meetings of CPC.
* Ensure that regular risk assessments are carried out of working practices, facilities and assets, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments, summarised in the minutes.
* Make effective arrangements to ensure those contractors or voluntary helpers working for CPC comply with all reasonable health and safety requirements.
* Ensure that all contractors understand that they must abide by the terms of the contractors' service level agreement and specified scope of work and that they are given a copy of the Coates Parish Council's Health & Safety Policy.
* Ensure that work activities by CPC do not jeopardise the health and safety of members of the public.
* Maintain a central record of notified accidents.
* When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
* Act as the contact and liaison point for the Health and Safety Executive.

All employees, councillors, contractors and voluntary helpers will:

* Cooperate fully with the aims and requirements of the Council's Service Agreement for Contractors and Health and Safety Policy.
* Comply with Codes of Practice or work instructions for health and safety.
* Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
* Take reasonable care for the health and safety of other people who may be affected by their activities.
* Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
* Not misuse any plant, equipment tools or materials.
* Report any accidents or hazardous incidents to the Clerk.