

BLACKTOFT PARISH COUNCIL

HEALTH AND SAFETY POLICY

Health and Safety at Work Act 1974

Blacktoft Parish Council aims to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, and to provide such information, training and supervision as they need for this purpose.

The council accepts its responsibility for health and safety of other people who may be affected by its activities.

The council will:

- 1. maintain necessary and up-to-date knowledge and keep contact with relevant outside bodies and developments in legislation, code of practice and other guidance material relating to the activities of the council.**
- 2. ensure that all UK & EU legal requirements are met and that steps are taken to comply with changes in these requirements.**
- 3. ensure staff have the necessary training to their duties, in particular accident prevention and safe methods of working.**
- 4. will carry out the necessary risk assessments on all activities of the council, reviewing the risks on a regular basis**

Responsibility:

Overall and final responsibility for Health & Safety and related matters rests with the council. However, day-to-day responsibility for implementation of this policy is delegated to the Clerk.

Under the Health & Safety at Work Act, all employees:

- 1. are under a duty to take reasonable care for the Health & Safety at Work of themselves and any other people who might be affected by these acts or omissions.**
- 2. are under a duty to co-operate with their employee and others to enable them to comply with statutory duties and requirements**
- 3. must not intentionally or recklessly misuse anything provided by the employer or anyone else in the interests of Health & Safety or welfare.**

General arrangements:

1. accidents – details of any accident to be recorded.
2. training – employees will receive all training necessary. Records will be kept of training.
3. visitors – any employee being visited must ensure that visitors act in a fully safety conscious manner
4. housekeeping – all property and equipment of the council will be the responsibility of the employee
5. provision and use of work equipment – the council will comply with all current legislation and every means will be made available by the council for safety clothing and equipment, elimination or reduction of any possible causes of harm to the employee
6. manual handling – the council will make assessments of physic of person, shape, size, weight of load to be lifted/moved, temperature and equipment needed/to be worn when carrying out any lifting. Assessments to be recorded.

Chair:

Clerk: Date:

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