



REYDON PARISH COUNCIL HEALTH AND SAFETY POLICY

General Statement of Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for our employees and volunteers, and to provide such information, equipment, instruction, training and supervision as they need for this purpose.

Our policy is to provide and maintain safe facilities for the public.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date and reviewed every three years at least.

Responsibilities

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

Employees and volunteers have the responsibility to help to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee or Councillor notices a health or safety problem which they are not able to put right, they must inform the Clerk.

Particular attention will be paid to:

- Plant, equipment and systems of work designed and maintained to operate and function safely.
- Sufficient information and instructions being provided to enable employees and volunteers to avoid hazards and contribute positively to their own health and safety at work.
- Promoting safety awareness among employees, volunteers and members of the public

Please Note: When building work is contracted, the Parish Council will expect the contractor to follow their own Health and Safety Policy (which should include arrangements for keeping the site secure from members of the public where appropriate) and make this available to the Council on request.

Reporting and Recording of Accidents

Accidents should be reported to the Clerk who will record appropriately.