

# **MILTON PARISH COUNCIL**

## **HEALTH AND SAFETY POLICY**

Health and Safety at Work Act 1974 (as amended)

1. Milton Parish Council recognises and accepts its responsibility as an employer for providing safe and healthy working conditions for all its employees
2. The Council intends to take all reasonable steps within its power to meet this responsibility, paying particular attention to the provision and maintenance of:
  - a) Plant, equipment and systems of work designed and maintained to operate and function safely
  - b) Arrangements for safe handling, storage and supervisory functions to enable all employees to avoid hazards and contribute positively to their own safety and health at work
  - c) Sufficient information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work
  - d) A safe place of work with safe access and egress
  - e) A healthy working environment and systems of work with expert advice as necessary
  - f) Protective clothing and equipment where necessary
  - g) Arrangements for the periodic survey of and report on work places and methods of working and the implementation of any corrective action necessary
3. As line manager accountable to the Parish Council, the Clerk assumes the day to day responsibility of ensuring the safety policy is reviewed, maintained and adhered to
4. Health and safety will be kept under review by the Council
5. Employees are reminded that they have a duty to care for their own safety and that of other workers and other persons who might be affected by their activities and to co-operate with the Council so as to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of each and every individual employee
6. Employees should:
  - a) Seek advice on safety and health matters from the Clerk
  - b) Comply with the instructions and procedures for safe working issued from time to time
  - c) Make proper use of protective clothing and safety equipment provided
  - d) Report immediately to the Clerk any defects in plant, structures, equipment or safety procedures which come to their notice
  - e) Report promptly to the Clerk any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence of incidents

1. Any matter which appears to contravene the above policy should be reported at once to the Clerk, who will report as appropriate to the Council
2. A copy of this statement will be issued to all Council employees and Councillors. It will be revised, added to or modified from time to time
3. This statement supersedes all previous statements

**SC 15/11/10**

**REVIEWED and APPROVED by Council on 6<sup>th</sup> December 2010**