



# Three Saints South Elmham Parish Council

All Saints & St. Nicholas, St. Michael and St. Peter South Elmham

## HEALTH AND SAFETY CODE OF PRACTICE POLICY

### Objective

The council recognises its responsibilities as an employer for providing a safe and healthy environment for all its employees. In as far as is reasonably practicable: the Council will provide a safe place of work and a safe working environment; sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely; ensure appropriate care and attention to health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

### Policy

**1.1 Obligations of the Council:** The Clerk will: ensure that the Council is kept informed of relevant Health and Safety Policy legislation; make effective arrangements to implement the Health and Safety at Work Policy as is relevant; ensure that regular risk assessments are carried out of working practices and assets and maintain record of such risk assessments; make effective arrangements to ensure that contractors or voluntary helpers working for the council comply with all reasonable Health and Safety at Work requirements; ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public; maintain a central record of notified accidents; and in the event of an accident or hazardous incident take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.

**1.2 Obligations of employees, councillors, contractors and voluntary helpers:** These persons will: cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety; take reasonable care of their own Health and Safety, use appropriate personal protective clothing and, where appropriate, ensure the 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 so as to cause risks to Health and Safety; and report any accidents or hazardous incidents to the Clerk.

**1.3 Codes of Practice and work instructions:** The Clerk will ensure that all persons, whether a member, an employee, a contractor, or a volunteer has been provided with, or been directed to, the Council's Health and Safety Codes of Practice and work instructions and that those persons acknowledge that they have read and understood the content thereof before commencing any work under direction of the Council.