



**HEALTH AND SAFETY POLICY STATEMENT
IN ACCORDANCE WITH
SECTION 2(3) OF THE HEALTH AND SAFETY AT WORK ETC. ACT 1974**

1.0 – INTRODUCTION

This document has been compiled to provide information and guidance to all employees on this Council's Health and Safety Policy and organisational arrangements for implementation of that policy.

2.0 – STATEMENT OF HEALTH AND SAFETY POLICY

2.1 It is the policy of this Council to provide and maintain safe and healthy working conditions, plant, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

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

2.3 The policy will be kept up to date and reviewed once every four years. A review will also be conducted in the event of a serious accident.

3.0 – THE ORGANISATION AND RESPONSIBILITIES

3.1 Overall Responsibility

The Clerk has overall responsibility for ensuring:

- (a) the provision and implementation of the Health and Safety Policy;
 - (b) review of the Health and Safety Policy.
 - (c) establishing, safe systems of work and procedures for carrying out the Council's Health and Safety Policy incorporating any Regulations, approved Codes of Practice and other relevant legislation;
 - (d) ensuring that safe working procedures and safe systems of work are implemented by staff and contractors and that a safe working environment is provided for them;
 - (e) ensuring that all employees under her control receive adequate training, information and supervision to maintain safe standards.
 - (f) maintaining safe working practices in order to achieve maximum safety;
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(g) ensuring adequate safety supervision and training where required, in particular, where young and inexperienced workers are concerned;

(h) ensuring that all safety rules are observed and that protective clothing and equipment is supplied, worn or used where required;

(i) ensuring that all machinery and equipment is properly maintained and safe to use and that guards are in position.

3.2 All employees have the responsibility to co-operate with their Line Manager to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

All Council employees are required to:

(a) make themselves familiar with and conform to the Council's Health and Safety Policy;

(b) observe safety rules at all times;

(c) where required, wear protective clothing and use appropriate safety devices provided;

(d) report to their immediate Line Manager all accidents, injuries to persons and damage to vehicles, plant and equipment;

(e) know the location of First Aid facilities. Staff working primarily outdoors are expected to carry a First Aid box in their vehicle at all times;

(f) report all safety hazards as a matter of urgency to their immediate Line Manager;

(g) know what to do in the case of fire or other emergency and the location of firefighting equipment;

(h) maintain good housekeeping at all times;

(i) observe safe standards of behaviour and dress. Staff working primarily outdoors are expected to wear fluorescent jackets provided where and when necessary;

(j) not enter into any kind of horseplay or practical joking.

3.3 It is the policy of this Council that all employees shall receive training in all safety aspects of their occupation.


3.4 It shall be the duty of all staff to carry out a visual safety inspection of plant and equipment prior to using such machinery.

3.5 It shall be the responsibility of the Clerk/Council to investigate all accidents who will issue instructions to ensure that these do not continue and, where appropriate, make recommendations to the Council on accident prevention.

4.0 – GENERAL ARRANGEMENTS

4.1 First Aid

The First Aid box is located in the kitchen cupboard at the Parish Council office, Unit 3 Bosproval Business Unit, Penhale Road, Carnhell Green, Camborne The Clerk is responsible for carrying out checks every 12 months to ensure the contents are adequately maintained.



4.2 Accidents, Injuries and Dangerous Occurrences

It shall be the responsibility of the Clerk to record all incidents in the Accident Book and to report those Injuries, Diseases and other Dangerous Occurrences to the Health & Safety Representative and the Council.

The Accident Book is located in the Policy Folder at the Parish Council Office, Unit 3 Bosprowal Business Unit, Penhale Road, Carnhell Green, Camborne

4.3 Fire Safety

Fire Extinguishers

There are 3 fire extinguishers, a 9 litre water fire extinguisher, a 6 litre Foam Spray fire extinguisher and a 2kg Carbon Dioxide Fire Extinguisher at the Parish Council Office, Unit 3 Bosprowal Business Unit, Penhale Road, Carnhell Green, Camborne. They are located on the wall of the main office area to the left of the kitchen door entrance point.

It shall be the responsibility of the Clerk to organise annual inspections of all fire extinguishers on the Council's premises, Parish Council Office, Unit 3 Bosprowal Business Unit, Penhale Road, Carnhell Green, Camborne.

Please read the 'fire safety in the office information' & Fire Risk Assessment for Bosprowal Business Units attached.

Unit 3, Bosprowal Business Unit incorporates a fire door to the main entrance, as such this should be kept closed wherever possible. The unit also has a mains wired smoke detector. The fire assembly point for all tenants of the units is outside House number 1 at the far end of the courtyard.

5.0 Training

5.1 It shall be the responsibility of the Clerk to issue all newly appointed staff with a personal copy of the Gwinear-Gwithian Parish Council Health and Safety Policy and such supplements as are applicable to his/her duties and responsibilities.

6.0 Contractors and Visitors

6.1 Where contractors and sub-contractors are engaged by the Parish Council, they must maintain effective control of themselves and those working under them so as to ensure that they comply with the responsibilities and duties under the Health and Safety at Work Etc. Act 1974.

6.2 The Parish Council shall ensure that those not in employment by the Council, including the general public, are not exposed to risks to their safety or health when on the Council's premises.

7.0 Supplements to Safety Policy Statement

Specific information, instructions and procedures concerning health and safety are contained in local codes of practice and safe working procedures. These are supplied to staff where they are applicable to their duties.

**Adopted Sept 2008
Reviewed January 2012
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