MAULDEN PARISH COUNCIL
Health & Safety Policy

Adopted: October 11, 2021
Next Review Date: Annually

INTRODUCTION

It is the responsibility of all Maulden Parish Council (MPC) councillors and employees to be aware of the following policy statements on health and safety and of the organisational arrangements made to implement these policies.

MAULDEN PARISH COUNCIL'S SAFETY POLICY STATEMENT

1. MPC, in accordance with the requirements of The Health And Safety At Work etc Act (1974), and The Management Of Health And Safety At Work Regulations (1998), accept their duty to provide and maintain safe and healthy working conditions for all MPC employees. MPC also accept their duty of care to other persons such as councillors, volunteers and contractors who work on behalf of MPC.

2. MPC will take all reasonable steps to ensure they comply with the law on health, safety and welfare and any relevant Regulations, approved Codes Of Practice and Guidance. MPC will provide the resources to ensure the safety of employees and others affected by MPC's work.

3. MPC will take all reasonable steps to ensure:

- That information, instruction, training, supervision, equipment and facilities necessary to achieve safe working are provided.
- That MPC's work, in all its forms, is done in ways so people who are not employees are not put at risk.
- Arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
- That this policy is brought to the attention of all MPC employees and Councillors and reviewed annually.
- That, when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.

4. MPC's Clerk is responsible for managing safety, based on MPC's Risk Management Policy.

5. MPC's Clerk keeps copies of relevant health and safety documents.

6. All MPC councillors, employees and volunteers have a duty to work safely and NOT put others at risk.

7. Day-to-day matters of health and safety are dealt with by the Clerk acting on behalf of MPC.

8. HEALTH AND SAFETY PROCEDURES – REPORTING ACCIDENTS

All accidents, no matter how small, must be reported in the first instance to MPC's Clerk and details entered in MPC's Accident Book. Thereafter, all such accidents will be brought to the attention of MPC. In the event of a serious injury or dangerous occurrence, MPC's Chair or, in their absence, the Vice-Chair should be informed immediately.

9. REVISION OF SAFETY POLICIES AND PROCEDURES

MPC will revise this policy statement as often as may be appropriate to ensure the contents remain accurate and valid in light of changing practices and statutory requirements.