



Hintlesham & Chattisham Parish Council Health and Safety Policy

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Health & Safety Policy Statement

This is the Health and Safety Policy Statement of:

Hintlesham & Chattisham Parish Council

We recognise and accept our responsibility to ensure, so far as is reasonably practicable, the health and safety of all our stakeholders, contractors, visitors and others (within our control) who may be affected by our activities.

It is our aim to promote, set and maintain the highest standards for health, safety and welfare matters. This will be achieved by:-

- ➔ providing adequate control of the health and safety risks arising from our activities;
- ➔ consulting with stakeholders and contractors on matters affecting health and safety;
- ➔ providing and maintaining safe plant and equipment (where provided by us)
- ➔ ensuring safety during the handling, use and storage of articles and substances which are inherently or potentially dangerous (where we have the responsibility);
- ➔ providing adequate information to stakeholders and contractors:
- ➔ preventing accidents and cases of work-related ill health as far as possible (where under our control);
- ➔ maintaining safe and healthy conditions & facilities (where under our control)
- ➔ reviewing and revising this policy as necessary at regular intervals.

Where within our responsibility we will try to eliminate or control any hazard which may result in personal injury, illness, fire, security losses, property damage or harm to the environment. It is most important that you notify us of ANY matters of concern.

The arrangements to implement this Policy are set out below.

This Policy requires the co-operation of all stakeholders and contractors. The Policy applies to our premises, stakeholders, contractors and others where under the control of the activities and business.

Hintlesham & Chattisham Parish Council

This Policy Statement will be reviewed annually.

1. Responsibilities

The responsibility for health & safety rests with everyone, from us as the 'responsible authority' through to everyone working on our behalf or on premises within our control.

To ensure health and safety standards are maintained / improved, tenants are responsible for ensuring that all activities under their control are carried out in accordance with their own Health and Safety Policy, standards and safe working procedures; and in compliance with statutory provisions:

Everyone has legal duties under the Health and Safety at Work Act 1974. In particular, you must:

- Co-operate with the business on health and safety matters. You must follow any health and safety rules established to fulfil this duty;
- Take reasonable care for your own health and safety and that of others who may be affected by your acts (what you do) or omissions (what you fail to do) at work. You must carry out your duties in a safe and proper manner to fulfil this duty;
- Co-operate, so far as is necessary, to enable any legal duty or requirement imposed on the company to be complied with;
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.
- Failure to comply with these requirements could lead to prosecution by the Health & Safety Executive (HSE)

**NEVER DO ANYTHING THAT YOU THINK IS NOT SAFE
SUMMON HELP IF YOU ARE IN DOUBT.**

2. Health & Safety Risks Arising From Our Activities

Under the Management of Health and Safety at Work Regulations 1999, We have a duty to assess risks to the health & safety of anyone who may be affected by our work activities. It is our policy to ensure no-one is put at risk from my activities as far as possible.

3. Information

We have a limited responsibility to all tenants, contractors, business visitors and members of the public. We undertake to provide a safe working area to the extent that is within our control and to highlight any special hazards which are unlikely to be immediately apparent to the person concerned. Contractors working on behalf of the Parish Council will need to comply in full with their own procedures.

4. Consultation with Contractors

Consultation and communication between the Parish Council and Contractors is encouraged on all matters, especially health and safety.

If you have any concerns about any health & safety matters you should feel free to speak to Samantha Barber or Stephanie Coupland or their delegated representative

5. Safe Plant & Equipment

Under the Provision and Use of Work Equipment Regulations 1998, the Parish Council has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance work is undertaken.

Electrics

Electrical installations which we have a responsibility for will be tested for electrical safety at appropriate intervals by a competent contractor.

6. Fire Risk Assessment

The Parish Council or organisations with delegated responsibilities from the Parish Council are responsible for ensuring the Fire Risk Assessment are appropriately undertaken and implemented.

7. Areas of Risk

There are some activities associated with the activities undertaken by the Parish Council which present a risk to health & safety.

The main areas of significant risk to persons undertaking activities on behalf of the Parish Council are:

- Slip, trip or fall whilst undertaking activities such as 'litter collection'
- Avoidance of moving road traffic vehicles whilst undertaking 'Speed Checking' in the community
- Exposure or contact with hazardous or biological substances
- Falling heavy objects from height whilst working with and on behalf of Hintlesham & Chattisham Community Council

Where applicable we have taken steps to address and mitigate these areas of Risk and make our volunteers, contractors and others affected by our activities aware of the precautions in place. We have established periodic meetings with community delegated authorities (Hintlesham & Chattisham Community Council) to ensure all activities initiated by the Parish Council and operated & supervised by the Community Council are appropriately risk assessed by the appropriate authority.