

Health and Safety Policy

1 General Statement;

Wickhambrook Parish Council recognizes and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the council.

The council will meet its responsibilities under the Health and Safety at Work etc Act 1974 and will provide, as far as is reasonably practicable, the resources necessary to fulfill this commitment.

2 Review of policy;

The policy will be regularly reviewed to determine its effectiveness and to take into account any changes within the parish council or statutory regulations which may affect it. Any weaknesses or recommendations should be referred to the parish council for consideration at the time of the review.

3 Accident Prevention;

Every employee, whilst at work, has a legal duty of care and will be expected to take reasonable care for the health and safety of him or herself and of other persons who may be affected by his or her acts or omissions.

When necessary the council will seek expert technical advice on health and safety to assist the clerk in fulfilling the council's responsibilities for ensuring safe working conditions.

It is the responsibility of the parish council to ensure, so far as is reasonably practicable, that the Clerk's working conditions and practices are safe, any necessary assessments are performed, and all relevant regulations are complied with.

It is the responsibility of the Clerk to the Council, when working from home, to take reasonable care for the safety of persons visiting his/her property.

It is the responsibility of Parish Council to eliminate and or control any potential hazards reported to them and to investigate the cause of any accidents so as to prevent repetition.

Accidents shall be reported to the Clerk who will record them and report to the next Parish Council meeting

It is the responsibility of all subcontractors to be vigilant and have regard for their own and other contractor's or member of the general public's health and safety and to report any potential or actual hazards.

It is the responsibility of Contractors Before being awarded any contract to

- provide evidence of their own £5m Public Liability insurance cover (and where applicable, £5m Employer Liability Insurance), including details of insurer, policy number and expiry date.
- provide evidence of being competent to carry out the work, for example have appropriate qualifications, references and experience.
- confirm that they have their own health and safety policy for their staff.
- provide the following information:
 - Name and address of contractor.
 - Contact details including mobile phone number.
 - Whether registered for VAT.
 - Proposed activity.
 - Risk assessment with details of how the work will be carried out safely.