

Carew Community Council

Health and Safety Policy



Carew Community Council recognises and accepts responsibilities as an employer for providing safe and healthy working conditions for all its employees and volunteers (including councillors).

The Council intends to take all reasonable steps within its power to meet this responsibility, paying particular attention to the provision and maintenance of:

- a. Equipment and systems of work designed and maintained to operate and function safely.
- b. Arrangements for safe handling, storage, and supervisory functions to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
- c. Sufficient information, instructions training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
- d. A safe place of work with safe access and egress.
- e. A healthy working environment and systems of work with expert advice as necessary.
- f. Arrangements for the risk assessments, survey of, and report on, workplaces and methods of working and the implementation of any corrective action necessary.
- g. Protective clothing and equipment where necessary.

As line manager accountable to the Carew Community Council, the clerk assumes the day-to-day responsibilities of ensuring the safety policy is reviewed, maintained, and adhered to.

Healthy and safety will be kept under review by the council.

Employees and volunteers are reminded that they have a duty of care for their own safety and that of other workers and other persons who might be affected by their activities and to cooperate with the Council so as to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of every individual.

Employees and volunteers should:

- a. Seek advice on health and safety matters from the Clerk and councillors.
- b. Comply with instructions and procedures for safety working issued from time to time.
- c. Make proper use of any protective clothing and safety equipment that may have been provided.
- d. Report immediately to the Clerk of any defects in equipment or safety procedures that come to their attention.
- e. Report promptly to the Clerk any accidents which have led, or might lead, to injury or damage. Co-operate fully with any investigation which might be undertaken with the object of preventing accidents or re-occurrence of incidents.

Any matters which appear to contravene the policy should be reported at once to the Clerk, who will report it as appropriate to the Council.

A copy of this policy will be issued to all Council employees and councillors. It will be revised, added to, or modified from time to time.

This statement supersedes all previous statements.

SIGNED:

ADOPTED/REVIEWED ON

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