



Morwenstow Parish Council

Health & Safety Policy

General Statement

Morwenstow Parish Council (MPC) recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, volunteers, and others who may be affected by the carrying out of works for MPC.

MPC is aware of its responsibilities under the Health & Safety at Work Act 1974, and will, as far as is reasonably practicable, provide the necessary resources to fulfil this obligation.

MPC will seek, as and when considered appropriate, expert technical advice on Health and Safety matters to assist the Clerk in fulfilling MPC's responsibilities for ensuring safe working conditions.

Aims of the Health & Safety Policy – to provide as far as is reasonably practicable:

- A safe place of work and a safe working environment.
- Regular Risk Assessments.
- A process for the reviewing of matters pertaining to Health & Safety at work.
- Obtain expert advice on Health & Safety at work when necessary.
- Information and training.
- Care and attention to the health, safety and welfare of employees, contractors, volunteers, and members of the public who may be affected by MPC's activities.

Arrangements and Responsibilities for carrying out the Health & Safety Policy – the Clerk will:

- Keep up to date with relevant Health & Safety legislation and advise MPC.
- Make effective arrangements to fulfil the Health & Safety Policy.
- Ensure Health & Safety matters are discussed regularly at Council meetings.
- Ensure regular risk assessments are carried out, records kept and discussed at Council meetings.
- Ensure that work activities undertaken by MPC do not unnecessarily endanger the public.
- Maintain a record of notified incidents.
- Take necessary action, if an incident or accident occurs, to prevent further occurrences and record.
- Make effective arrangements to ensure contractors and volunteers comply with all reasonable Health & Safety requirements. All contractors to abide by the terms of the Service Level Agreement and MPC's Health & Safety Policy.
- Act as the contact and liaison point for the Health & Safety Executive.

All employees, contractors and volunteers will:

- Comply with the Codes of Practice or work instructions for Health & Safety.
- Take reasonable care for their own health and safety, to use appropriate protective clothing and, where appropriate, ensure that a first aid supplies are available.
- Take reasonable care for the health and safety of others who may be affected by their activities.
- Not knowingly interfere with or remove safety guards, safety devices or other equipment provided for health and safety purposes.
- Not misuse any plant, materials, tools, or equipment.
- Report and accidents or hazardous incidents to clerk@morwenstowparish.gov.uk

Originally Adopted by Morwenstow Parish Council in April 2017.

Agreed to review Yearly in accordance with all and any updated legislation

PREVIOUS REVIEWS 18th April 2018 17th Feb 2021 16th Feb 2022 15th Feb 2023 17th Jan 2024 15th Jan 2025