

# HINXTON PARISH COUNCIL

## HEALTH AND SAFETY POLICY

- 1 Hinxton Parish Council recognises and accepts its responsibilities as an employer for providing safe and healthy working conditions for all its employees paid or unpaid.
- 2 The Council intends to take all reasonable steps within its power to meet this responsibility, paying particular regard to the provision and maintenance of:
  - plant, equipment and systems of work designed and maintained to operate and function safely
  - arrangements for safe handling, storage and supervisory functions to enable all employees, paid or unpaid, to avoid hazard and contribute positively to their own safety and health at work
  - sufficient information, instructions, training and supervision to enable all employees, paid or unpaid, to avoid hazards and contribute positively to their own safety and health at work
  - a safe place of work with safe access and egress
  - a healthy working environment and systems of work with medical advice as necessary
  - protective clothing and equipment where necessary
- 3 The Council will ensure that the safety policy is reviewed, maintained and adhered to.
- 4 Health and Safety will be kept under review by the Council on an annual basis.
- 5 Employees, paid or unpaid, 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 co-operate with the Council so as to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of each and every individual employee.
- 6 Employees should:
  - seek advice on safety and health matters from the Council
  - comply with the instructions and procedures for safe working as issued from time to time
  - make proper use of protective clothing and safety equipment provided on every occasion

Reviewed March 2020  
To be reviewed March 2021

- report immediately to the Council any defects in plant, structures, equipment or safety procedures which come to their notice
- report promptly to the Council any incidents which have led or might lead to injury or damage and cooperate with any investigations which might be undertaken with the object of preventing accidents or re-occurrence of incidents

7 The attention of employees, paid or unpaid, is drawn to the procedures which have already been designed for their own safety regarding:

- accident reporting
- the issue of safety notes dealing with individual hazards

8 Any matter which appears to contravene the above policy should be reported at once to the Council

9 A copy of this statement will be issued to all employees, paid or unpaid, working on behalf of the Council. It will be revised, modified or added to from time to time.

Adopted by Hinxton Parish Council  
February 2012