



Ruckinge Parish Council

Health and Safety Policy

1. Ruckinge Parish Council recognises and accepts its responsibilities as an employer for providing safe and healthy working conditions for all its employees, volunteers, contractors, councillors and the general public.
2. The Parish Council will comply with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives.
3. The Parish Council will take steps, so far as is reasonably practicable, to ensure that any property owned or leased by the Parish Council is a safe and healthy environment in which its employees and others can work.
4. The Parish Council intends to take all reasonable steps within its power to meet this responsibility, paying particular attention to the provision and maintenance of:
 - a. Plant, equipment and systems of work designed and maintained to operate and function safely.
 - b. Arrangements for safe handling, storage and supervisory functions where appropriate to enable all employees/volunteers to avoid hazards and contribute positively to their own health and safety at work.
 - c. Sufficient information, instructions, training and supervision to enable all employees/volunteers to avoid hazards and contribute positively to their own health and safety at work.
 - d. A safe place of work with safe access and egress.
 - e. A healthy working environment and systems of work with access to expert advice as necessary.
 - f. Protective clothing and equipment where necessary.
 - g. Arrangements for the periodic survey and report on work places and methods of working and the implementation of any corrective action necessary.
5. All aspects of health and safety remain the Parish Council's responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee/volunteer. Employees/volunteers are duty bound to act responsibly and do everything possible to prevent personal injury to themselves or others. They must also safeguard all those to whom the Parish Council owes a duty of care, namely people who may come into contact with the work of the Parish Council.
To achieve this, employees/volunteers must:

- a. Comply with all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified.
 - b. Exercise their awareness, alertness, self-control and common sense at work.
 - c. Report promptly to the Parish Clerk all hazards, potential hazards, defects in equipment or any shortcomings in the Parish Council's work systems or procedures.
6. Any employee/volunteer who is in breach of the Parish Council's Health and Safety policy may be subject to disciplinary procedures.
7. This policy will be regularly revised by the Parish Council as necessary (but at least on an annual basis).
8. The Parish Council has overall responsibility for the implementation of the policy and will ensure that sufficient finance is available to support the policy.
9. In order to achieve the aims and objectives of the Health and Safety policy, all relevant issues will be brought to the attention of the Parish Council during their formal meetings.
10. A copy of the policy will be given to all employees/volunteers when they join. When changes have been made to the policy, all concerned will be notified.