

STATEMENT OF HEALTH AND SAFETY POLICY

INTRODUCTION

In accordance with the requirements of Section 2 of the "Health and Safety at Work Act 1974" Clayton Parish Council publish their policy statement.

1. DEFINITION OF HEALTH AND SAFETY

For the purpose of this document safety and health include the following matters:

- A course of action that has as its aim the prevention of personal injuries to anyone who is within the control of Clayton Parish Council
- A course of action that has as its aim the prevention of damage to any equipment whatsoever within the organisation's control.
- A course of action that has as its aim the reduction of any possible prevention of sickness or illness of persons employed by Clayton Parish Council.
- A course of action that has as its aim the treatment of personnel who in spite of Clayton Parish Council policy are injured or who fall ill whilst at work and/or on premises owned or rented by Clayton Parish Council.
- Any course of action not included in the above four sub-paragraphs that has as its aim the elimination of all hazards to health and safety in the control of Clayton parish Council.
- The maintenance of any documentation that may be required for any purpose in connection with these matters.
- The training of staff whether they be in management or other positions, to ensure positively that all safety requirements whether required by statute or by Clayton Parish Council are properly carried out.

2. HEALTH AND SAFETY POLICY

1. General Objective

Clayton Parish Council regards the promotion of health and safety measures as a mutual objective for all.

It is Clayton Parish Council's policy to do all that is reasonably practical to prevent personal injury and damage to property and to protect the public in so far as they may be affected.

2. Safe Conditions, Training, Safety Equipment, Monitoring

Clayton Parish Council has a responsibility:

- to provide and maintain safe and healthy working conditions taking account of statutory requirements;
- to provide training and instruction to enable employees to perform safely and effectively;
- to make available all necessary safety devices and protective equipment and to supervise their correct use;
- to maintain a constant and continuing interest in health and safety matters;

- to set an example in safe behaviour.

3. Obligation of Employees

All employees have a duty under the law to co-operate in the safety objectives:

- by performing their work/training safely and efficiently;
- by using the protective equipment provided, and by means of meeting statutory obligations;
- by taking reasonable care of safety equipment provided;
- by preventing incidents that have led (or may lead) to injury or damage;
- by assisting in the investigation of accidents with the objective of introducing measures to prevent recurrence.

4. Organisation

- Details of any accident notified where there is absence for 3 days or more will be notified to the Health and Safety Executive or as otherwise required by law.

5. Arrangements

- Good housekeeping is considered to be the foundation of Clayton Parish Council's safety programme in which everyone must play an active part.

9. Working Environment

Clayton Parish Council must ensure that the working environment that is reasonably practical, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work. Where use is made of premises which do not belong to Clayton Parish Council a risk assessment will be undertaken. Staff must ensure that they adhere to the health and safety arrangements of the host organisation. It is important that everyone in a room must be able to reach an exit quickly and easily. No room must be allowed to become overcrowded. All shelving racks and cabinets must be strong enough for their intended use.

15. Display screen equipment

Clayton Parish Council and its staff will abide by the guidance of the Health and Safety (Display Screen Equipment) Regulations 1992, outlined by the Health and Safety Executive. All display screen equipment used will be monitored to determine compliance with the regulations. All workstations will be assessed whenever their configuration is altered or any changes affected by the regulations are made. New equipment will be assessed as soon as possible after installation. All Clayton Parish Council staff will be assessed to determine the extent to which the regulations apply whenever their work involving display screen equipment changes. Assessments will be carried out for all new staff as part of their induction procedure.