

Pulham St Mary Parish Council

Health and Safety Policy

1. PSM Parish Council recognises and accepts its responsibility, under the health and safety at work act 1974 to, so far as reasonably practicable, provide safe and healthy working conditions for all its employees, contractors and volunteer helpers and others who may be affected by the Councils activities.
2. The Council will take all reasonable steps within its power to meet this responsibility and will endeavor to;
 - Provide and maintain safe buildings, plant and systems of work
 - Ensure compliance with legislative requirements and standards
 - Provide resources necessary to fulfill this commitment
 - When appropriate, will seek expert technical advice on health and safety issues to assist in fulfilling the Council's responsibilities for ensuring safe working conditions.
3. The Clerk will assume the day-to-day responsibility of ensuring the PSM Health & Safety Policy is reviewed, maintained and adhered to;
 - To keep informed and advise Council of relevant Health and Safety policy legislation
 - To ensure that the required risk assessments are carried out on working practices and the Councils activities.
 - Make effective arrangements to ensure contractors and voluntary helpers comply with all reasonable Health and Safety at work requirements.
 - To maintain a record of accident/hazardous incidents if they occur and to take appropriate action to prevent recurrence.
4. A copy of the PSM Health & Safety Policy will available on the parish website and a paper copy will be made available upon request to all employees, contractors and volunteers.
5. Employees, contractors and volunteers should;
 - Seek advice on health and safety matters from the Clerk
 - Take reasonable care for their own health and safety.
 - Take reasonable care for the health and safety for others who may be affected by their activities
 - Not misuse any plant, equipment, tools or materials so as to cause risk to health and safety
 - Report any accidents or hazardous incidents to the Clerk.
6. Any matter which appears to contravene the PSM Health & Safety Policy should be reported at once to the Clerk, who will report as appropriate to the Council.

Reviewed February 2024

To be reviewed every 3 years or before, if required February 2027