

HEALTH AND SAFETY POLICY

1. Introduction

Our Policy is to provide and maintain Safe and Healthy Working Conditions, Equipment and Safe systems of work for all our employees, and to provide such information, training and supervision as is required. We understand and accept our duties for the Health and Safety of other people who may be affected by our activities.

2. Responsibility Structure for the Council's Health and Safety

It should be noted that all persons within an organisation have responsibilities for Health and Safety; the following are responsible for the overall implementation of the Council's Health and Safety Policy.

The overall and final responsibility for Health and Safety in the Council is that of:- Melbourne Parish Council; as the Employer

<u>THE FOLLOWING OFFICERS ARE RESPONSIBLE FOR SAFETY IN PARTICULAR AREAS:-</u>		
<u>CLERK</u>	<u>AREA</u>	<u>SPECIAL RESPONSIBILITY</u>
Mrs. J Storer	All property owned by the Parish Council	Lothian Gardens, Thomas Cook Gardens, Old Burial Ground and the Cemetery

All Employees have the responsibility to co-operate with any supervisor and the Clerk to achieve a Healthy and Safe workplace and to take reasonable care of themselves and others. Whenever any employee notices a Health and Safety problem, which they are not able to rectify, they must immediately inform the appropriate person, named above. They must also inform a staff representative, if there is one.

Consultation between The Council and Employees is provided by: The Clerk

3. The Heath and Safety Arrangements in Place

Training

Will be provided where a need is established.

Accident reporting

All Employees will be made aware of the Policy in place. In the event of an accident or incident, it must always be reported to the Clerk - Telephone No 07734 939292

Fire \ emergency

Procedures are in place in the following areas: Cemetery – These procedures must be followed at all times.

First aid

No notices are required, but a notice is placed at the Chapels informing where the first aid box is stored.

Electrical equipment

Will be tested and serviced regularly

Risk assessments

Will be continuously carried out throughout the Council and measures to control Risk will be adopted as required. Information will be given to all who are affected by our activities in the form of Guidance Information. Monitoring will be carried out to ensure that a safe working environment is maintained.

Specific hazards

Have been identified in the following areas: Packhorse Road Cemetery. These procedures must be followed at all times.

Adopted: May 2019
Reviewed: Annually