

**SOUTHBOURNE PARISH COUNCIL**

**HEALTH & SAFETY POLICY**

**Adopted 14th May 2024**

Southbourne Parish Council recognise its duties under the Health & Safety at Work Act 1974 and the accompanying protective legislation and will endeavour to meet the requirements of this legislation so as to ensure it maintains a safe and healthy working environment.

**EMPLOYER RESPONSIBILITIES**

Southbourne Parish Councils understands its responsibility to ensure as far as is reasonably practical to:

* Provide and maintain a safe place of work, safe systems of work, safe equipment and a healthy and safe working environment
* Ensure that hazards are identified and regular assessment of risks undertaken
* Provide information, instruction and training as is necessary to ensure employees and others are assured of a safe and healthy environment
* Promote the awareness of health and safety and encourage health and safety best practice throughout
* Ensure the appropriate protective and preventative measures are taken
* To ensure that access to competent advice and able to secure compliance with statutory duties

Southbourne Parish Council have a responsibility and duty to ensure that employees are:

* Aware of and understand the Health & Safety General Policy
* Aware of and understand the health and safety rules relating to their work
* Are adequately instructed, trained and supervise
* Are aware of the hazards and risks associated with their work activities
* Are provided with safe products, substances and equipment, safe methods of work and an environment in which it is safe and healthy to work
* Provide where applicable any documentation that provides the information necessary for any work undertaken

**EMPLOYEE RESPONSIBILITIES**

Any employee of Southbourne Parish Council has a legal duty to take reasonable care of themselves and others and ensure that:

* They comply with all the emergency arrangements communicated to them
* To ensure all accidents, near misses or damage to machinery and property is reported as soon as possible
* To refrain form wilful measures or interference with anything provided in the interests of health and safety
* Carry out tasks in a safe manner and follow the requirements of any instructions or safe systems that may be provided
* Ensure that any personal protective equipment provided for protection is worn, maintained and stored in the correct manner

Serious breaches of health and safety rules which endanger lives of or may cause serious injury will be liable to summary dismissal