



Coxheath Parish Council

Health and Safety Policy

1. Health and Safety Policy Statement

- 1.1. As a responsible employer, Coxheath Parish Council (“the Council”) accepts its responsibilities under the Health and Safety at Work Act 1974 and supplementary legislation. We consider that the health, safety and welfare of all persons affected by the conduct of our undertakings is of great importance.
- 1.2. We undertake, so far as it reasonably practicable, to ensure the health, safety and welfare at work of all our employees and Councillors, to protect people working under our control (including outside contractors), service users and visitors (including members of the public).
- 1.3. We will achieve our aim of meeting health and safety requirements through the implementation and maintenance of a health and safety system. This will involve identifying responsibilities, monitoring legal requirements, carrying out sufficient and suitable written risk assessments and setting appropriate standards. Relevant procedures, checklists and training will be provided according to the findings of the risk assessment.
- 1.4. In particular we will ensure, so far as is reasonably practicable:
 - 1.4.1. The provision and maintenance of safe places of work.
 - 1.4.2. Safe internal and external access and exits to premises under our control.
 - 1.4.3. A healthy and safe working environment with adequate first aid provision and welfare facilities.
 - 1.4.4. Safe equipment and systems of work.
 - 1.4.5. Adequate fire prevention measures and fire and other emergency procedures which are made clear to staff, councillors and service users.
 - 1.4.6. A clear system of notification of accidents, including methods of recording and investigation.

2. Responsibilities

- 2.1. The responsibility for health and safety rests with everyone, from the Clerk through to each individual member of staff.
- 2.2. Overall and final responsibility for health and safety within the business is that of the Council as a corporate body.
- 2.3. The Clerk is responsible for ensuring that all activities under their control are carried out in accordance with the Council’s Health and Safety policy, standards and safe working procedures, and in accordance with statutory provisions.
- 2.4. Employees have legal duties under the Health & Safety at Work Act 1974. In particular, they must:
 - 2.4.1. Co-operate with the Clerk on health and safety matters.

- 2.4.2. Take reasonable care for their own safety and that of others who may be affected by their acts or omissions at work.
 - 2.4.3. Co-operate, so far as is necessary, to enable any duty or requirement imposed on the business by or under any of the relevant statutory provisions, to be performed or complied with.
 - 2.4.4. Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.
- 2.5. Failure to comply with these requirements may lead to disciplinary action being taken by the Council and/or prosecution by the Health & Safety Executive (HSE).

3. Training

- 3.1. The health and safety training needs of everyone will be identified. The delivery of a training programme will ensure as far as is reasonably practicable, that everyone is aware of their responsibilities for health and safety at work and competent to undertake their activities in a safe and healthy manner.