Local Government for Langton Green, Speldhurst, Ashurst and Old Groombridge

# Health and Safety Policy

**Health and Safety Policy Statement**

As a responsible employer, Speldhurst Parish Council accepts its responsibilities under the Health and Safety at Work Act 1974 and supplementary legislation. It considers that the health, safety and welfare of all persons affected by the conduct of its undertakings is of great importance.

The council undertakes, so far as reasonably practical, to ensure the health, safety and welfare at work of all its employees and councillors, to protect people working under its control (including outside contractors and volunteers), and members of the public.

Speldhurst Parish Council will achieve its 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.

In particular, the council will ensure, so far as is reasonably practicable:

- The provision and maintenance of safe places of work, including remote and lone working.
- Safe internal and external access and exits to premises under its control.
- A healthy and safe working environment with adequate first aid provision and welfare facilities.
- Safe equipment and systems of work, including personal protective equipment.
- Adequate fire prevention measures and fire and other emergency procedures which are made clear to staff, councillors, members of the public, contractors, volunteers and others affected by the council.
- A clear system of notification of accidents, including methods of recording and investigation.
- The safe handling / use of substances that are hazardous to health.
- Adequate insurance is in place.

**Responsibilities**

The responsibility for health and safety rests with everyone, from the Clerk through to each individual member of staff.

Overall and final responsibility for health and safety within the business is that of Speldhurst Parish Council as a corporate body.

The Clerk is responsible for ensuring that all activities under their control are carried out in accordance with the Parish Council's Health and Safety Policy, standards and safe working procedures, and in accordance with statutory provisions.

Employees have legal duties under the Health and Safety at Work Act 1974. In particular, they must:

- Co-operate with the Clerk on health and safety matters;
- Take reasonable care for their own safety and that of others who may be affected by their acts or omissions at work;
- 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;
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in fulfilling any of the relevant statutory provisions.

**Groundsman**

The Groundsman must follow the following policies and guidelines which are included in the council's Risk Assessment:

- Lone Working
- Weed Control
- Working at Heights
- Heavy Lifting
- Use of Machinery and Vehicle
- Health and Safety Procedures (eg use of personal protective equipment and clothing; assess safety of surroundings and use of warning signs in public areas; carry dog deterrent spray)

**Training**

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.

**Review**

The policy will be reviewed every three years or updated straightaway if there is a significant change in the workplace.