

St Nicholas-at-Wade with Sarre Parish Council

HEALTH AND SAFETY POLICY (Last review: 12/04/22 Next review 2024)

- 1 St Nicholas-at-Wade with Sarre Parish Council recognises and accepts its responsibility as an employer to provide safe and healthy working conditions for all its employees, volunteers, councillors, contractors and members of the public.
- 2 The Parish Council will comply with the provisions of the Health & Safety at Work Act, Race Relations Act, Disability Discrimination Act and all subsequent regulations including those implementing EU Directives.
- 3 The Parish Council will take all reasonable steps to ensure that any property owned by them, leased by them or used by an employee working from home for example is a safe and healthy environment to work, paying particular attention to the provision and maintenance of:
 - (i) Plant, equipment and working practices designed to operate and them safely.
 - (ii) Sufficient information, instructions, policies and training to enable all employees, volunteers, councillors and contractors to avoid hazards and contribute positively to their own health and safety at work.
 - (iii) A safe place of work with safe access and egress.
 - (iv) Access to expert advice as necessary.
 - (v) Access to protective clothing and equipment as necessary.
 - (vi) Arrangements for the periodic review of work places and working practices and the implementation of any corrective action necessary.
- 4 The Parish Council will provide adequate levels of employer's and public liability insurance for employees, volunteers, councillors and members of the public. Contractors working on behalf of the Parish Council will be expected to have their own adequate levels of insurance in place.
- 5 All aspects of health and safety remain the Parish Council's responsibility, however, a safe and healthy workplace can only be achieved with the full co -operation of employees, volunteers, councillors and contractors who are duty bound to act responsibly and do everything possible to prevent personal injury to themselves. They must also safeguard all those to whom the Parish Council owes a duty of care, namely any member of the public who may come into contact with the work of the Parish Council.

To achieve this, employees, volunteers and others must:

 - (i) Comply with all safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified.
 - (ii) Exercise awareness, alertness, self-control and common sense.
 - (iii) Report any hazards, potential hazards, defects in equipment or any shortcomings in working practices promptly to the Clerk to the Council or Chairman/Chair.
- 6 Any employee who is in breach of the Parish Council's Health & Safety policy may be subject to disciplinary procedures.
- 7 The Parish Council will ensure that sufficient finance is available to support the policy.
- 8 All relevant Health & Safety issues will be brought to the attention of the Parish Council during their formal meetings.
- 9 A copy of the policy will be given to all employees and councillors when they join. When changes are made to the policy, all concerned will be notified.