



NORTH WEALD BASSETT PARISH COUNCIL

HEALTH AND SAFETY POLICY

Health and Safety at Work Act 1974

Purpose and Aim

The Parish Council recognises and accepts its responsibility as an employer for providing a safe and healthy working environment for its employees.

As an employer, the Parish Council accepts that it has a duty of care to undertake reasonable steps to:-

- safeguard health, safety and welfare at work
- provide safe systems of work
- provide a safe and healthy working environment
- provide information and training in safe practices
- have regard for the health and safety of others who may be affected by the activities of the Parish Council, e.g. contractors, members of the public
- with regard to the Parish Hall at Thornwood, maintain safe equipment, promote best practices with regard to the use of cleaning materials/substances.

The Parish Council Office is located in North Weald Library, with Parish Council staff operating a limited library service on Monday, Wednesday and Friday mornings. In recognition of this additional responsibility, the Parish Council adheres to Essex County Council's Health and Safety Procedures, as follows:-

- Health and Safety Incident Reporting
- Incident forms
- Health and Safety Induction Employee Checklist
- Risk Assessment
- Hazard Incident File (held in second drawer, filing cabinet in staff room).

The Parish Council is committed to take into account health and safety legislation, approved codes of practice, guidance notes and other relevant information issued by the Health and Safety Executive.

The Parish Council endeavours to ensure that it achieves its aims in respect of health and safety and expects full co-operation from employees. Undue care and attention in respect of health and safety may be treated as a disciplinary offence.

Responsibility

Members of the Parish Council have overall responsibility for health and safety. The day to day implementation for responsibility is assigned to the Clerk to the Council.

Employees have a duty to:-

- take reasonable care to avoid injury to themselves or others
- co-operate to meet statutory requirements
- not to interfere with or misuse anything provided to protect safety
- obey safety rules
- be acquainted with health and safety instructions
- report any accidents / incidents (and assist with any investigation)

Employees are encouraged to raise any health and safety concerns with the Clerk to the Council.

Arrangements

The Parish Council will:-

- issue detailed guidance and instruction
- give training and supervision, as necessary
- assess risks arising from its activities and take appropriate action

To ensure compliance with relevant legislation and guidelines in respect of health and safety, detailed policies, procedures, systems and practices will be drawn up as necessary for specific aspects of the Parish Council's activities.

The Clerk to the Council will undertake regular checks to ensure that employees are working safely. These checks will include checking the equipment used in the Parish Office and the Parish Hall.

Identification of hazards and defects should be reported immediately to the Clerk to the Council. A written report detailing recommendation for action will be made in each instance.

The Parish Council undertakes to engage the services of specialist contractors, as necessary, to advise or carry out tasks which it is unable to do itself.