



# FELSTED PARISH COUNCIL HEALTH AND SAFETY POLICY

Date: 11 January 2023

## Introduction

The Council recognises its responsibility for the health and safety of its employees and is committed to pursue a policy which ensures so far as is reasonably practicable, the health and safety and welfare of its employees. The commitment exists at all levels of the organisation.

The Council notes and accepts its duty as an employer to take all practical and 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 Council e.g. self-employed people, contractors, other users of premises and members of the public.

The Council will have regard to health and safety legislation approved Codes of Practice, Guidance Notes and other relevant information issued by the Health and Safety Executive. The Council will review the Policy as is necessary and appropriate and will bring any amendments to the attention of it's employees.

The ultimate responsibility for health and safety rests with the Members of the Parish Council. Day to day responsibility for implementation is delegated to the Clerk. All employees however, have responsibility for health and safety matters during their day to day duties.

1. The Clerk will ensure that any health and safety information and instruction is communicated to other employees. Any health and safety issues that cannot be addressed adequately should be referred to the Chair of the Parish Council or if unavailable to the Vice Chair. Expert advice will be sought if considered necessary.
2. All employees have a duty to be mindful of detailed guidance, instruction and training given for their health, safety and general well-being as follows:
  - a) Take reasonable care to avoid injury to themselves or others (employees, contractors, public etc.) by their actions or inactions
  - b) Co-operate to meet statutory requirements
  - c) Not interfere with or misuse anything provided for their own or other's safety
  - d) Obey safety rules
  - e) Familiarise themselves and ask for advice (where considered necessary) in relation to health and safety instructions
  - f) Report all accidents and incidents immediately to the Clerk to the Council, or as soon as is reasonably practicable, and to assist with the investigation of such.

3. The Parish Clerk and/or other supervisors may from time to time carry out checks/ audits to ensure that employees are working safely. Workplaces and equipment will also be subjected to regular health and safety checks.
4. Hazards and defects should be reported to the Clerk/Assistant Clerk immediately. If reports are made verbally, they should be followed up by a written report confirming the nature of the problem, its severity and any recommendation for action.
5. The Council will engage the services of specialists as necessary to advise /carry out tasks if it is not practicable to do them itself.
6. The Council will make such reasonable resources available as are required to ensure health and safety at work.
7. Good communication is vital to the success of health and safety arrangements. All employees must make this an intrinsic part of their day to day activities.

Adopted at the Council meeting held on: 11 January 2023  
Minute Reference: 23/16

Next Review Due: February 2025