



Rotherfield Parish Council Health and Safety Policy

The Health and Safety Policy was adopted by Full Council at its Meeting held on **11th May 2023**

Health and Safety at Work Policy Statement:

The Council recognises that it has a legal duty of care towards protecting the Health and Safety of its employees and others who may be affected by the Council's activities.

In order to discharge its responsibilities Council will:

- Provide an organisational structure that defines clear responsibilities for Health and Safety.
- Ensure that the systems and procedures relating to this Policy Statement are rigorously applied.
- Provide adequate control of the Health and Safety risks arising from our work activities.
- Consult with employees on matters affecting their Health and Safety.
- Provide and maintain safe plant and equipment.
- Ensure the safe handling and use of hazardous substances.
- Provide information, instruction and supervision for employees.
- Provide adequate training and ensure that all employees are competent to do their tasks.
- Maintain safe and healthy working conditions.
- Satisfy itself that any organisation who is contracted to carry out work for the Council is able to demonstrate that it pays due regard to Health and Safety matters.
- Bring this Policy Statement to the attention of all employees and seek their co-operation in supporting management in its efforts to establish and maintain a safe and healthy working environment.

This Health and Safety Policy Statement and its associated organisational arrangements, systems and procedures, will be reviewed at least annually and revised as necessary to reflect changes to the business activities. Any changes to the Policy will be brought to the attention of all employees.

It is the responsibility of all employees and councillors to co-operate in the implementation of this Health and Safety Policy within their areas of influence. Employees have a legal duty to ensure that their own safety and the safety of others (for example, colleagues, visitors, contractors) under the Health and Safety at Work etc Act 1974. Employees must therefore:

- Comply with any safety instructions and directions issued by the Council.



Working for the Community in Rotherfield, Mark Cross, Eridge Green, Boarshead and surrounding areas

- Take reasonable care for your Health and Safety and the Health and Safety of other persons (e.g. other employees, contractors, customers, workmen, etc.) who may be affected by your acts or omissions at work, by observing safety rules which are applicable to you.
- Co-operate with the Council to ensure that the aims of the Health and Safety policy are achieved and any duty or requirement on the Council by or under any of the relevant statutory provisions is complied with.
- Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
- Use equipment or protective clothing provided in accordance with the training you have received.
- Report any potential risk or hazard or malfunction of equipment to the Chairman of Council and the Clerk.

Any failure by the employee to comply with any aspect of the Council's Health and Safety procedures, rules or duties will be treated by the Council as serious or gross misconduct.

Employees and Councillors have a responsibility to observe all safety rules and to co-operate with the Clerk charged with responsibility for the implementation of the Council's Health and Safety policy to achieve a healthy and safe workplace and to take reasonable care of yourself and others.

Fire:

- In general, employees should always seek to ensure good standards of housekeeping. A clean and tidy workplace is less likely to be a source of fire.
- All potential fire hazards will be identified, and the risks assessed and reduced to an acceptable level.
- Employees must ensure that they are aware of the nearest fire exit, and its alternative, for emergency use.
- On discovering a fire:
- Alert other people within your immediate vicinity; and do not attempt to tackle the fire unless you have been trained or you feel competent to do so.
- Under no circumstances must employees put themselves or others at risk in a fire situation.

Adopted: May 2023
Review Date: May 2024