

# Lawford Parish Council



**Council Offices:** Ogilvie Hall, Wignall Street, Lawford, Essex CO11 2JG

## **HEALTH AND SAFETY POLICY FOR COUNCIL EMPLOYEES**

(Health and Safety at Work Act 1974)

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 Council notes and accepts its duty as an employer to take all practical and reasonable steps to:

- a) Safeguard, health, safety and welfare at work
- b) Provide safe systems of work
- c) Provide a safe and healthy working environment
- d) Provide information and training in safe practices
- e) 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 council property and 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 its 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. However, all employees have responsibility for health and safety matters during their day to day duties.

- 1) The Clerk must ensure information and instruction is cascaded down to the employees for whom they are responsible and also to monitor that they carry out their work duties in a safe manner. Any health and safety issues that cannot be addressed adequately should be referred to the Chairman of the Parish Council or if he/she is unavailable to the Vice Chairman. Expert advice will be sought if considered necessary.

- 2) All employees have a duty to:
  - 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 to interfere with or misuse anything provided for their own or other's safety.
  - d) To obey safety rules.
  - e) To familiarise themselves and ask for advice (where considered necessary) in relation to health and safety instructions
  - f) To report all accidents and incidents immediately to the Clerk of the Council, or as soon as is reasonably practicable, and to assist with the investigation of such.
  
- 3) The employee will be mindful of detailed guidance, instruction and training given for their health, safety and general wellbeing as follows:
  - a) To take reasonable care to avoid injury to themselves or others (employees, contractors, public etc.)
  - b) To co-operate in meeting statutory requirements
  - c) Not to interfere with or misuse anything provided to protect safety
  - d) To obey safety rules
  - e) To familiarize themselves with health and safety instructions
  - f) To report all accidents and incidents (which will be entered into the Accident book) and to assist with the investigation of such
  
- 4) The Parish Clerk and/or members of the Personnel Committee 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 including Display Screen Equipment (DSE)
  
- 5) Hazards and defects should be reported to the 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.
  
- 6) The Council will engage the services of specialists as necessary to advise or carry out tasks if it is unable to do so itself.
  
- 7) The Council will make such reasonable resources available as are required to ensure health and safety at work.
  
- 8) Good communication is vital to the success of health and safety arrangements and all employees must make this an intrinsic part of their day to day activities in order to achieve good levels of health and safety.

Adopted at meeting of **19/03/2018 minute ref: 118/1718 c) ii)**  
For review May 2019