

Little Bromley Parish Council

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:

- 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 council property 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 any 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) Lone Working: The Council recognises that the Clerk may at times be required to work alone and will take reasonable steps to ensure their safety, while the Clerk should follow

safe lone-working practices such as keeping a charged mobile phone available, informing the Chair or Vice-Chair when attending site visits alone, and reporting any concerns promptly.

- 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 may also be subjected to health and safety checks including Display Screen Equipment (DSE).

The Clerk will complete a Display Screen Equipment (DSE) self-assessment annually, or sooner if circumstances change, to ensure that their workstation and working practices remain safe and compliant.

- 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.

Document Control

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| Adopted date | May 2026 | Minute reference: 17 |
| Next review date | May 2027 | |