



WEST HANNINGFIELD PARISH COUNCIL



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HEALTH AND SAFETY POLICY FOR ALL EMPLOYEES

Health and Safety at Work Act 1974
(Re-Adopted 10th March 2025)

1. Introduction

West Hanningfield Parish Council recognises its responsibility for the health, safety, and welfare of its employees. We are committed to maintaining a safe working environment and ensuring, as far as is reasonably practicable, the health, safety, and well-being of all employees, contractors, and members of the public affected by our activities.

This commitment applies at all levels of the organisation, from Councillors to employees and contractors.

2. Responsibilities

The Council's Responsibilities

The Council acknowledges its duty as an employer to take all practical and reasonable steps to:

- Safeguard health, safety, and welfare at work.
- Provide and maintain safe systems of work.
- Ensure a safe and healthy working environment.
- Provide appropriate information, instruction, and training on safe practices.
- Consider the health and safety of others who may be affected by Council activities, including contractors and members of the public.
- Comply with all relevant health and safety legislation, approved Codes of Practice, and guidance issued by the Health and Safety Executive (HSE).
- Review this policy regularly and update it as necessary, ensuring all amendments are communicated to employees.

Councillors' Responsibilities

The ultimate responsibility for health and safety lies with the Members of the Parish Council. Day-to-day responsibility for implementation is delegated to the Clerk.

Clerk's and Line Managers' Responsibilities

Supervisors and line managers are responsible for:

- Cascading relevant health and safety information and instructions to employees.
- Monitoring that employees carry out their duties in a safe manner.
- Referring any unresolved health and safety issues to the Chairman or Vice-Chairman of the Council.
- Seeking expert advice where necessary.

Employees' Responsibilities

All employees have a duty to:

- Take reasonable care to avoid injury to themselves and others.
- Co-operate with the Council to meet statutory health and safety requirements.
- Use equipment and facilities properly, and not misuse anything provided for safety.
- Follow safety rules and guidelines.
- Familiarise themselves with health and safety procedures and seek advice if needed.
- Report all accidents, incidents, and near misses to the Clerk as soon as possible, and assist in any investigation.
- Report any hazards or defects immediately to the Clerk or Assistant Clerks, and follow up verbal reports with a written confirmation outlining the nature of the issue, its severity, and any recommended actions.

3. Health & Safety Checks and Audits

The Clerk and supervisors will conduct regular checks and audits to ensure employees are working safely and that workplaces and equipment remain compliant with health and safety standards. Where the Council lacks the expertise to carry out necessary health and safety tasks, it will engage qualified specialists.

4. Resources and Communication

The Council will allocate reasonable resources to ensure a safe working environment. Effective communication is crucial to maintaining good health and safety standards, and all employees are expected to prioritise health and safety in their daily activities.

By working together, we aim to create and maintain a safe and healthy workplace for everyone.

Signed:

Lucy White – Clerk to the Council

Date: 10th March 2025