GISLINGHAM PARISH COUNCIL

HEALTH AND SAFETY POLICY

GENERAL STATEMENT

- Gislingham Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
- The Council will meet its responsibilities under the Health and Safety at Work Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
- The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

AIMS OF THE HEALTH AND SAFETY POLICY

To provide as far as is reasonably practicable,

- A safe place of work and a safe working environment.
- Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- Systems of work that are safe and without risks to health.
- Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY

As the Council's Safety Officer, the Clerk will:

- Keep informed of relevant health and safety legislation.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
- Make effective arrangements to implement the Health and Safety Policy.

- Ensure that matters of health and safety are regularly discussed at meetings of the Parish Council.
- Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments, summarised in the minutes.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council:
    - ❖ Comply with all reasonable health and safety requirements. All contractors will be given a copy of the Council's Health & Safety Policy.
    - ❖ Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public
    - ❖ Maintain a central record of notified accidents.
    - ❖ When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
    - ❖ Act as the contact and liaison point for the Health and Safety Executive.

The Parish Clerk and RFO

If the Parish Clerk and RFO work from home, they must ensure that they work in a safe working environment. This includes observing the legal recommendations for safe handling, the use of computer equipment, and workstation design.

All employees, contractors and voluntary helpers will:

- Cooperate fully with the aims and requirements of the Council's Health and Safety Policy.
- Comply with Codes of Practice or work instructions for health and safety.
- Take reasonable care for their own health and safety, to use appropriate personal protective clothing and equipment and, where appropriate, ensure that appropriate first aid equipment is available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Not intentionally interfere with or remove safety guards, safety devices, personal protective equipment or other equipment provided for health and safety.
- Not misuse any plant, equipment tools, personal protective equipment, or materials.
- Report any accidents or hazardous incidents to the Clerk (Contact details email: clerk@gislinghamparishcouncil.com mobile: 07833705915).
- Refresh themselves with the contents of the Health & Safety Policy by confirming they have read the policy every 3 months, in March, June, September and December. This will be minuted at the relevant Parish Council meeting.

Signed: *C Tranter* **Chair**

Approved by Gislingham Parish Council on 16th February 2026

Date of next reviews February 2026, May 2026, August 2026, November 2026