

LITTLE BEALINGS PARISH COUNCIL HEALTH AND SAFETY POLICY

APPROVED AT A MEETING OF THE COUNCIL HELD ON 20 JULY 2020

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Our health and safety policy is to:

- Prevent accidents and cases of work-related ill health
- Manage health and safety risks in the workplace
- Provide any personal protective equipment to enable staff to undertake their duties
- Provide and maintain safe equipment
- Ensure safe handling practices are known
- Provide regular contact with staff to ensure their wellbeing
- Review and revise this policy regularly

Overall and final responsibility for health and safety rests with the Chairman.

Day to day responsibility for ensuring this policy is put into practice resides with the Clerk and/or Councillors (when involved).

Risk Management

Working at home

All known risks within the home environment are known by the employee and they should observe safe working practices when undertaking duties on behalf of the Council.

Attendance at meetings

When arranging meetings on behalf of the Council the Clerk should ensure all evacuation routes are known and any specific instructions known to attendees.

Any Council representative attending any external meeting should ensure they comply with all Safety / Evacuation instructions.

Visiting noticeboards

When attending to the Parish Council noticeboards due care and attention must be given to traffic, personal safety and the structure itself. Any defect observed with a noticeboard must be reported to the Chairman and agreement reached as to corrective action to be taken.

Monitoring and Review

This will be undertaken following the election of the Chairman at the Parish Council Annual Meeting.

Date of policy: July 2020

Approved at Parish Council Meeting on 20 July 2020

Policy effective from: 20 July 2020

Date of next review: May 2021