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Health and Safety Policy

Desford Parish Council believe that protecting the health and safety of everyone affected by our activities is of paramount importance.

The Health and Safety at Work Act 1974 requires us to provide a safe working environment, safe equipment, adequate welfare facilities and the information, instruction and training that our employees need to keep safe at work. Compliance with the law is the minimum acceptable standard and we will always strive to exceed this.

We all have a shared responsibility to keep everyone affected by our operations free from harm. If you have any health & safety concerns, please discuss these with the Clerk in the first instance.

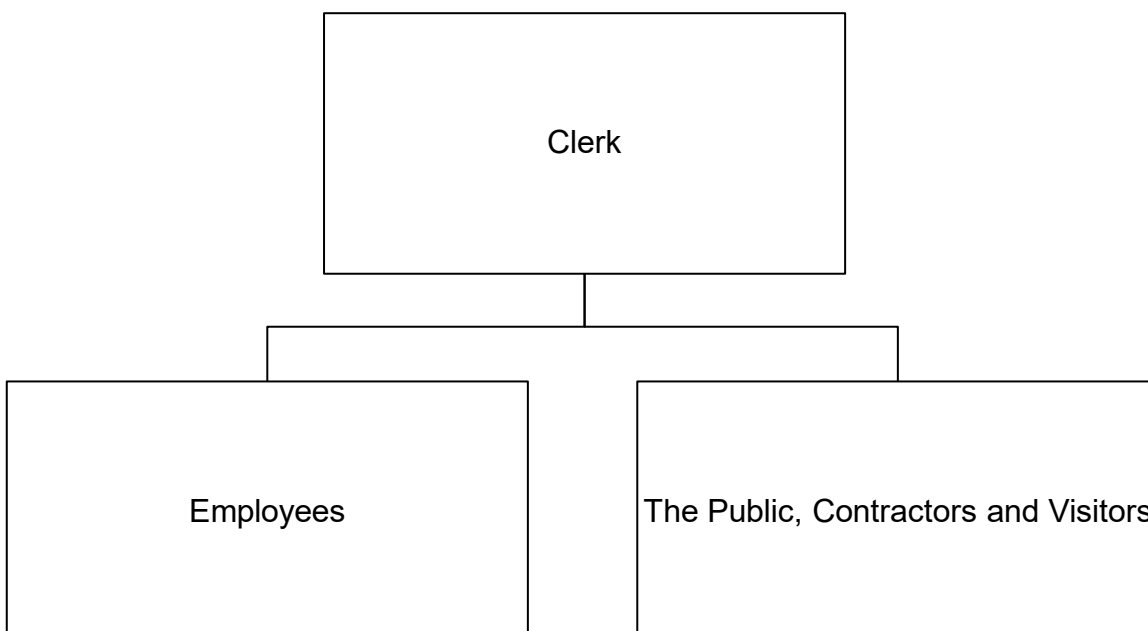
Adopted: 4th September 2023

1. Health and Safety Commitment

Desford Parish Council regards having great standards of health and safety as a key objective. To help us achieve this we will:

- 1.1. Provide adequate control of any health and safety risks arising from our work activities;
- 1.2 Consult with our employees on matters affecting their health and safety;
- 1.3 Provide and maintain safe equipment;
- 1.4 Ensure safe handling and use of substances;
- 1.5 Provide information, instruction and supervision for employees;
- 1.6 Ensure all employees are competent to do their job safely, and give them adequate training;
- 1.7 Prevent accidents and cases of work-related ill health;
- 1.8 Maintain safe and healthy working conditions;
- 1.9 Review and revise this policy as necessary at regular intervals at least annually.

2. Organisation for Health and Safety



3. Health and Safety Responsibilities

Desford Parish Council want to protect the health, safety and welfare of our employees and anyone else affected by our business activities (i.e. contractors, visitors, members of the public, etc.).

3.1 **The Clerk and Councillors** will ensure:

- 3.1.1 Our health and safety standards are met.
- 3.1.2 Adequate resources are provided to achieve our health and safety policy requirements.
- 3.1.3 Health and safety performance are reviewed on a regular basis, areas for improvement identified and appropriate action taken.

3.2 **Managers and supervisors** have a responsibility for the health and safety of employees being managed. They will take all reasonable measures to protect the health and safety of everyone in their areas of control, including the work undertaken and any equipment or facilities required for the work. They are also responsible for ensuring employees in their areas:

- 3.2.1 Are properly trained and competent to do their job safely.
- 3.2.2 Have access to health and safety support and first aid facilities.
- 3.2.3 Report any health and safety hazards that they encounter.
- 3.2.4 Carry out a display screen assessment as and when necessary.
- 3.2.5 Record accidents in an accident book

3.3 **Employees** have a legal duty to look after themselves and others whilst at work. We require employees to:

- 3.3.1 Follow health and safety procedures.
- 3.3.2 Act in a sensible manner whilst at work
- 3.3.3 Use safety equipment properly.
- 3.3.4 Report safety hazards or problems with equipment to a manager
- 3.3.5 Report all accidents to a manager, whether an injury happens or not.
- 3.3.6 Complete any health and safety training.
- 3.3.7 Know the emergency evacuation procedure.
- 3.3.8 Have their eyesight tested regularly.

3.4 **Visitors and Contractors** on our premises have a responsibility to take care of their own and other's health and safety and must sign the visitors' book and follow our health and safety policies, procedures and instructions.

3.5 **Members of the public** who may be affected by our operations have a responsibility to follow any instruction given in relation to health and safety. This includes adhering to any safety signs provided, refraining from smoking in smoke free premises and following any instruction given in the event of an emergency.