

HAVERSHAM-CUM-LITTLE LINFORD PARISH COUNCIL

HEALTH AND SAFETY POLICY STATEMENT

Adopted March 2023

It is the objective of Haversham-cum-Little Linford Parish Council (hereinafter referred to as 'the Council') that its activities are carried at all times and in such a way to ensure, so far as is reasonably practicable, the health, safety and welfare at work for its employee (the Clerk), Councillors, contractors, volunteers and all persons likely to be affected by its operations.

Our goal is the provision of safe and healthy working conditions and the prevention of accidents and illnesses. We will achieve this by meeting statutory requirements under the Health and Safety At Work Act 1974, The Management of Health and Safety at Work Regulations 1999 (amended 2006), codes of practice, best practice and other appropriate requirements. Every effort will be made to eliminate hazards where possible and otherwise reduce and control any residual risk. The Council will provide the resources, insofar as reasonable practicable, to fulfil this commitment.

The Clerk will have responsibility for Health and Safety, including record keeping. They will be supported in this role with training, if required, and support from Councillors individually and collectively to listen to any concerns, assist with risk assessments and take necessary actions. The Clerk and all Councillors, volunteers and contractors have a duty to work safely and not put others at risk.

The Clerk will carry out risk assessments of working activities including the handling of books and files, office equipment, furniture, use of electronic equipment and screens and any special requirements.

All accidents must be reported in the first instance to the Clerk and the details logged, and reported to a meeting of the Council. In the event of a serious injury or dangerous occurrence, the Chair, or in his absence the Vice Chair, should be informed immediately.

The Council will revise this policy statement as often as may be appropriate to ensure the contents remain accurate and valid in light of changing practices and statutory requirements.