



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

HEALTH AND SAFETY POLICY

Revised September 2025

Applies To: All Council Employees

1. Statement of Intent

Woodham Ferrers & Bicknacre Parish Council ("the Council") recognises its duties under the **Health and Safety at Work etc. Act 1974** and is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all its employees, contractors, volunteers, and any others who may be affected by its operations.

This policy is supported at all levels of the Council and reflects its obligations as an employer under law and as set out in the terms of employment contracts and the Employee Handbook.

2. Responsibilities

- **Overall Responsibility:** The Council Members have overall responsibility for ensuring the effectiveness of this policy.
- **Day-to-Day Responsibility:** Is delegated to the Parish Clerk & Responsible Financial Officer, or as otherwise designated by the Council.
- **All Employees:** Have a legal and contractual duty to take reasonable care for their own health and safety and that of others.

3. Council Commitments

The Council will take all reasonable steps to:

- Provide and maintain a safe and healthy working environment.
- Provide and maintain safe systems of work.
- Provide appropriate information, training, and supervision.
- Identify and manage workplace hazards through regular risk assessments.
- Ensure safe use, handling, storage, and transport of materials and equipment.
- Consult with employees on matters affecting their health and safety.

4. Employee Responsibilities

All employees are expected to:

- a) Take reasonable care of their own health and safety and that of others.
- b) Co-operate fully with the Council in complying with statutory duties.
- c) Not interfere with or misuse anything provided for health, safety, or welfare.
- d) Adhere to safety procedures and instructions at all times.
- e) Report hazards, accidents, near-misses, or unsafe practices immediately to the Clerk or delegated person.
- f) Engage in training and comply with guidance provided by the Council.

5. Workplace Assessments and Monitoring

- The Council will undertake **Display Screen Equipment (DSE) assessments** for all relevant staff.
- Regular inspections of equipment, electrical testing (PAT), and storage areas will be conducted.
- **Lone working, fire safety, and manual handling** will be specifically risk assessed as applicable to job roles.

6. Incident Reporting

- All accidents or incidents, however minor, must be reported to the Clerk as soon as practicable.
- A formal accident record will be maintained in accordance with legal requirements.
- Investigations will be carried out and acted upon to prevent recurrence.

7. Contractors and Hirers

The Council will ensure that all contractors and third-party hirers:

- Provide Risk Assessments and Method Statements (RAMS) when required.
- Hold adequate Public Liability Insurance.
- Comply with COSHH regulations where applicable.
- Observe all Council safety policies during their work on council premises or land.

8. Health and Safety Audits

Audits or inspections may be undertaken by the Clerk or a nominated person. This may also include seeking external specialist advice if required.

9. Resources and Training

- Adequate funding will be made available to ensure compliance with this policy.
 - Employees will be provided with any **necessary PPE**, training, or development identified as part of their role or annual performance review.
 - Training and development costs will be met by the Council as per your contract.
-

10. Communication and Review

- Health and safety responsibilities and updates will be communicated regularly.
 - This policy will be reviewed annually or sooner if required due to legislative or operational changes.
 - Employees will be notified of any amendments to this policy.
-