

## Tiptree Parish Council

### Health and Safety Policy

This is a statement of general policy and arrangements for Tiptree Parish Council and was agreed at a meeting of the Policy and Finance Committee on 6<sup>th</sup> February 2017 – min 666/16

Tiptree Parish Council has overall and final responsibility for health and safety

The Clerk has day-to-day responsibility for ensuring this policy is put into practice

#### Statement of General Policy

1. This policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose
2. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below
3. The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it operates will be reviewed each year by the Policy and Finance Committee.

#### Responsibilities

1. Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work Act and regulations made under the Act is that of Tiptree Parish Council. The Clerk is responsible for this policy being carried out at all the Council's premises.
2. All employees have the responsibility to co-operate with the Clerk to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
3. Whenever an employee notices a health and safety problem which they are not able to resolve, they must report this to the Clerk.
4. Consultation between the Council and employees is provided by immediate day to day discussion with the Clerk.

#### Arrangements

1. The Council will issue detailed guidance and arrange training as necessary
2. Risk assessments will be drawn up as necessary for specific aspects of the Councils' activities to ensure compliance with the relevant legislation and guidelines
3. The Clerk will from time to time carry out checks to ensure that employees are working safely
4. Workplaces and equipment will be subject to regular checks in respect of health and safety
5. The Council will engage the services of specialists as necessary to advise or carry out tasks which it is unable to undertake itself