



# ROLVENDEN PARISH COUNCIL

This Health and Safety Policy was adopted by the council at its meeting held on the 22 May 2025

# Health & Safety Policy

## General Statement

1. The Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors and members of the public.
2. The Council will meet its responsibilities under the Health and Safety at Work Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
3. The Council will seek expert technical advice on health and safety to assist the Clerk in fulfilling its responsibilities for ensuring safe working conditions when necessary.

## Aims of the Health & Safety at Work Policy

To provide as far as reasonably practicable:

1. A safe place of work and safe working environment.
2. Suitable, safe and well-maintained plant, equipment, tools and materials for use at work.
3. Suitable guards and protective equipment for the safety and welfare of people at work.
4. Arrangements for safe use, handling, transport and storage of articles and substances.
5. Arrangements for considering, reporting and reviewing matters of health and safety at work, including regular risk assessments of working activities.
6. Systems of work which are safe and without risks to health.
7. Specialist technical advice and assistance on matters of health and safety when necessary.
8. Sufficient information, instruction, training and supervision for employees to carry out their work safely.
9. Consultation and cooperation between the Council, employees and contractors.
10. Care and attention to the health, safety and welfare of employees.
11. Care and attention to the health, safety and welfare of contractors and members of the public who may be affected by the council's activities.

## **Arrangements and Responsibilities for Carrying out the Health and Safety Policy at Work**

As the Council's Safety Officer, the Parish Clerk will:

1. Keep him/herself informed of relevant health and safety policy and practice.
2. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy
3. Make effective arrangements to implement the Health and Safety at Work Policy.
4. Ensure that matters of health and safety are discussed at the Full Council meetings.
5. Ensure that the Health and Safety at Work Policy is implemented.
6. Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures.
7. Ensure that employees are properly informed, instructed, trained and supervised in matters of safety at work, including fire and emergency procedures.
8. Make effective arrangements to ensure that contractors working for the Council comply with all reasonable health and safety at work requirements.
9. Ensure that work activities by the Council do not cause any risk to the health and safety of members of the public.
10. Maintain a central record of notified accidents and report on trends and analyses.
11. Act as the contact and liaison point for the Health and Safety Inspectorate.

This policy will be reviewed on a regular basis.