

EAST BERGHOLT PARISH COUNCIL

Health and Safety Policy

East Bergholt Parish Council's policy is to provide and maintain working conditions, equipment and systems of work which are safe and healthy for all its employees and to provide information, training and supervision sufficient to maintain safety. The Council also accepts its responsibilities for the health and safety of other people who may be affected by its activities.

The arrangements for implementing this policy and the particular duties of persons for safety matters are specified below.

Responsibilities

The Council's Strategy, Policy and Finance Committee is responsible for health and safety within the Council. Day to day supervision of and implementation of health and safety has been delegated by the Strategy, Policy and Finance Committee to the Parish Clerk.

The following are responsible for ensuring safety in particular areas:

Area	Responsible People
Around the village and areas highlighted	Litter Picking staff
All other Council land, property and functions	Parish Clerk & Assistant Clerk

It is the responsibility of all Councillors, employees, contractors and visitors to co-operate to achieve a healthy and safe workplace (including outside areas) and to take reasonable care of themselves and others. This includes use of all necessary safety equipment and following prescribed methods of working.

Whenever an employee becomes aware of a health and safety problem which they themselves are not able to rectify, they must immediately notify the responsible person. They must also inform other employees likely to be affected. This also includes any changes to personal health circumstances.

Risk Assessments have been completed for litter picking, cemetery maintenance and office staff.

Every employee is expected to participate fully in achieving a healthy and safe working environment.

Approved and adopted by East Bergholt Parish Council: 9 March 2023

Next review: June 2024