



## **Health & Safety**

### **Policy 13**

**Adoption Date: 15.04.2019**

**Review Date: As Required**

#### **1. Introduction**

- 1.1 This Policy applies to all Parish Council premises including The Queen's Hall and Cuckfield Village Hall. Cuckfield Parish Council believes in the pursuit of excellence in all its dealings with customers, employees and other bodies. Health and safety is an integral part of this service, as required by the Health and Safety at Work Act 1974.

It is the policy of this Council to encourage all employees to be aware of their legal responsibilities and to be actively involved in developing a positive and progressive safety culture so that no one is exposed to risks to their health or safety as a result of the way the Council conducts its business.

#### **2. The Policy**

- 2.1 In order to achieve the objectives of this policy the Council will comply with all of its legal duties by ensuring that they will:
- Establish and maintain a safe and healthy environment.
  - Provide adequate control of health and safety risks arising from work activities.
  - Consult with our employees on matters affecting their health and safety.
  - To put in place effective procedures for evacuation in the case of fire or other emergencies.
  - To provide the laying down of procedures to be followed in case of an accident, and maintenance of the First Aid Kit, ensuring it is well stocked and replenish as required
  - To undertake risk assessments.
  - Provide and maintain safe plant and equipment.
  - Ensure safe handling and use of substances.
  - Provide information, instruction and supervision for employees and young people to avoid hazards and contribute positively to their own and health at work
  - Ensure all employees are competent to do their tasks, and to give them adequate training.
  - Prevent accidents and cases of work-related ill health.
  - Review and revise this policy as necessary at regular intervals.

- Ensure that the Parish Council complies with all legislation.

### **3. Staff**

- 3.1 All staff have been given adequate notice of this policy, further copies of which will be made available on demand.

### **4. Visitors**

- 4.1 All visitors, including Council members, contractors, deliverers, hirers and temporary staff, are expected to abide by the terms of this policy. The following arrangements have been made for informing them of its existence:

- Adequate signage.
- Staff will inform visitors of the policy, to be reinforced by way of bookings forms and any other literature as appropriate.
- Recruitment procedures.
- Job advertisements, job descriptions and interviews will include reference to this policy. On their appointment, all new staff members will be given a copy of this policy.

### **5. Compliance Requirements of the Policy**

- 5.1 Staff breaches of this policy will be subject to the normal disciplinary procedures. Visitors who fail to comply with this policy will be asked to leave the premises immediately, and may be refused admittance to the premises in future.

### **6. Implementation and Enforcement of the Policy**

- 6.1 Every member of staff has a legal duty to co-operate with the Council to assist in complying with all its statutory duties. The successful implementation of this policy requires total commitment from everyone in the Council from members to staff at all levels. Each individual also has a legal obligation to take reasonable care for their health and safety and for the health and safety of people who may be affected by their acts or omissions.

Staff are responsible for reporting accidents or hazardous instances in a designated accident/incident book and to attend any training that promotes the health and safety as instructed by the Parish Council. Staff are responsible for the safekeeping of their own belongings. The Clerk to the Council is responsible for ensuring the implementation and enforcement of this policy. However, all staff have a personal responsibility in ensuring their personal compliance and in ensuring that all those who enter the premises are made aware of the policy.

### **7. Comments, Complaints, Monitoring and Review**

- 7.1 Comments or complaints related to this policy should be addressed to the Clerk to the Council.
- 7.2 This policy will be reviewed periodically and adequate notice will be given of any changes or amendments.