

EAST BERGHOLT PARISH COUNCIL

HEALTH AND SAFETY POLICY

Our Policy is to provide and maintain working conditions, equipment and systems of work which are safe and healthy for all our employees, and to provide information, training and supervision sufficient to maintain safety. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

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

Responsibilities

- The Parish Council's Strategy, Policy and Finance Committee are 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:-

<u>Area</u>	<u>Responsible People</u>
Around the Village and areas highlighted	Litter Picking Staff
All other Council land, property and functions	Parish Clerk

It is the responsibility of all employees, Councillors, 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 all necessary safety equipment and following prescribed methods of working.

Whenever an employee notices a health and safety problem which they themselves are not able to put right, they must immediately notify the responsible person. They must also inform other employees likely to be affected.

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

FOR CONSIDERATION BY THE STRATEGY, POLICY AND FINANCE COMMITTEE – 3rd December 2018

FOR ADOPTION BY THE STATUTORY PARISH COUNCIL – 10th January 2019

NEXT REVIEW DUE – December 2019

