Readopted: 3rd November 2026
Review: November 2027

# BRAMPFORD SPEKE PARISH COUNCIL
# HEALTH AND SAFETY POLICY

It is the responsibility of all Parish Councillors and employees of the Council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.

## THE PARISH COUNCIL'S SAFETY POLICY STATEMENT

1. Brampford Speke Parish Council, in accordance with the requirements of The Health and Safety at Work Act (1974), and The Management of Health and Safety at Work Regulations (1998), accepts its duty to provide and maintain safe and healthy working conditions for all its employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.

2. The Parish Council will take all reasonable steps to ensure that it complies with the law on health, safety and welfare and any relevant Regulations, approved Codes of Practice and Guidance. It will provide the resources to ensure the safety of its employees and others affected by its work.

3. The Parish Council will take all reasonable steps to ensure: -

   (i) That information, instruction, training, supervision, equipment and facilities necessary to achieve safe working are provided.

   (ii) That its work, in all its forms, is done in ways that people who are not employees are not put at risk.

   (iii) Those arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.

   (iv) That this policy is brought to the attention of all employees and councillors and reviewed from time to time.

   (v) That, when necessary, there is consultation and negotiation with employees on
   health, safety and welfare at work to ensure continuing improvement.

4. The Clerk is responsible for managing safety, based on the Council's safety policy.

5. The Clerk keeps copies of relevant health and safety documents.

6. All Councillors, employees and volunteers have a duty to work safely and NOT put others at risk.

7. Day to day matters of Health and Safety are dealt with by the Clerk acting on behalf of the Council.

## HEALTH AND SAFETY PROCEDURES

## REPORTING ACCIDENTS

All accidents, no matter how small, must be reported in the first instance to the Clerk and details entered in the Accident Book. Thereafter, all such accidents will be brought to the attention of the Council. In the event of a serious injury or dangerous occurrence, the Chairman, or in their absence the Vice Chairman should be informed immediately.

## REVISION OF SAFETY POLICIES AND PROCEDURES

The Council will revise this policy statement as often as may be appropriate to ensure the contents remain accurate and valid in light of changing practices and statutory requirements.