

Health and Safety Policy Statement

Adopted February 2024
Review Biannually

Introduction

This is a statement of policy adopted by Newenden Parish Council about its arrangements for ensuring the health and safety at work of its employees, volunteers, contractors and the public. It is recognised that all employees, volunteers and contractors have a vital role to play in the implementation and maintenance of health and safety.

Policy Aims

This general policy statement is the commitment of the council to meet the requirements of the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions. Newenden Parish Council accepts its responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of all employees and contractors and others who may be affected by the Council's activities.

The Council recognizes that accident prevention is an essential element of good work practice.

To achieve the policy aims, the Council agrees:

- to take the necessary actions to maintain safe and healthy working conditions for staff and Members carrying out duties on behalf of the Council.
- to provide adequate control of health and safety risks arising from Council activities; to identify risks and then take steps to remove or reduce those risks.
- to ensure all employees are competent to undertake their tasks through the provision of adequate training.
- to provide sufficient information, instruction, training and supervision for all employees and volunteers.
- to provide and maintain safe plant and work equipment.
- to engage and consult with employees, contractors, and volunteers as appropriate on health and safety.
- to provide advice and supervision as appropriate on occupational health issues.
- to ensure that contractors work to safety rules of at least the same standard as those stated in this policy.
- to arrange for health and safety inspections of all premises at regular intervals
- To agree a procedure for the recording of all accidents and instances of ill health

occurring as a result of the Council's activities and ensure such incidents are investigated.

- to implement emergency procedures in case of a significant incident.
- to ensure sufficient financial resources are available for health, safety and welfare and contingencies.

The following items are maintained and where appropriate reviewed regularly:

- Risk Assessment
- Insurance
- Health and Safety Policy

Mitigation of Risk

To mitigate risk the Parish Council will:

- Carry out a full risk assessment every two years or sooner if deemed necessary.
- Ensure that there is a copy of the Health and Safety policy available on its website.

Working Alone

Employees, volunteers, contractors or workers should take appropriate steps if they are using ladders, chemicals or equipment that might pose a danger. In any event an assessment of risk should be made and appropriate steps taken to mitigate or eliminate such risks. A mobile phone and telephone number of someone who can administer first aid should be available.

Children

Minors under the age of 18 must be accompanied and adequately supervised by an adult at all times when taking part in any event organised by the parish council. It is the responsibility of parents or carers of children, to ensure adequate supervision at all times.

In the event of an emergency, the nearest hospital to Newenden is:

**Conquest Hospital
The Ridge
St Leonards-on-Sea
East Sussex
TN37 7RD
Telephone: 0300 131 4500**

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