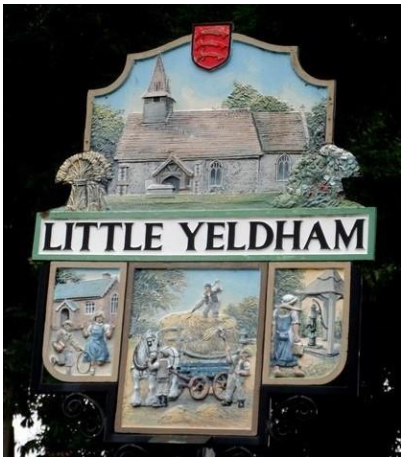


Little Yeldham, Tilbury-Juxta-Clare & Ovington Parish Council

Health and Safety Policy

Next Review: May 2027

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

1. THE PARISH COUNCIL'S SAFETY POLICY STATEMENT

1.1 Little Yeldham, Tilbury Juxta Clare & Ovington 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 Councillors, Council Committee Members and the Clerk. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.

1.2 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 Councillors, Council Committee Members, the Clerk, volunteers and others affected by its work.

1.3 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 part of the Parish Council 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 Councillors, Council Committee Members, volunteers and the Clerk and is reviewed annually.

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

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

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

1.6 All Councillors, volunteers and the Clerk have a duty to work safely and NOT put others at risk.

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

2. HEALTH AND SAFETY PROCEDURES

2.1 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 Chairperson, or in his absence the Vice Chairperson should be informed immediately.

3. REVISION OF SAFETY POLICIES AND PROCEDURES

3.1 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.