



WRITTLE PARISH COUNCIL

Parish Office, The Green, Writtle CM1 3DT

Telephone: 01245 420066

Mobile: 07483 113535

Email: clerk@writtlepc.gov.uk

Website: www.writtle-pc.gov.uk

Version Number	Date	Author	Notes
1.0	26.09.19	L Fox	Revised H & S Policy to be taken to Full Council on 7.10.19 for approval
1.1	07.10.19	L Fox	Policy agreed
1.2	28.04.21	L Fox	Approved at APCM, 5 May 2021
1.3	16.05.22	L Fox	Approved at APCM, 16 May 2022
1.4	27.04.23	L Fox	Approved at APCM, 15 May 2023
1.5	15.05.24	S Vainola	Approved at APCM, 13 May 2024
1.6	19.05.25	J Atterbury	Approved at APCM, 12 May 2025
1.7	05.05.26	L Fox, Clerk	Approved at APCM, 11 May 2026

Date of next review May 2027.

HEALTH AND SAFETY POLICY

Writtle Parish Council (the Council) recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, volunteers and others who may be affected by the activities of the Council.

The Council will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974 and associated legislation and regulations, with due regard to approved Codes of Practice, Guidance Notes and other relevant information issued by the Health and Safety Executive. An up-to-date copy of this policy shall be maintained on the Council's website.

The purpose of this policy is to ensure that the Council provides, as far as is reasonably practicable:

- A safe place of work and a safe working environment

- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely
- Sufficient information and training for members where appropriate
- Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including risk assessments of working activities.

Responsibilities and Arrangements

The ultimate responsibility for health and safety rests with the Councillors of the Council. Day to day responsibility for implementation is delegated to the Clerk. However, all employees have responsibility for health and safety matters during their day to day duties.

1. Responsibilities of the Clerk, who will:

- Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.
- Ensure sufficient information, instruction, training and supervision to enable all employees to identify and avoid hazards.
- Ensure that regular risk assessments are carried out where required with subsequent consideration and review of any necessary corrective/protective measures.
- Maintain a record of risk assessments.
- Make effective arrangements to ensure that contractors or volunteers working for the Council comply with all reasonable health and safety at work requirements.
- Maintain a central record of notified accidents.
- Ensure that the workplace and equipment is subjected to regular health and safety checks.
- When an accident or hazardous incident occurs take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Any health and safety issues that cannot be addressed adequately should be referred to the Chairman of the Parish Council or if they are unavailable to the Vice Chairman.
- Ensure all insurance policies are kept up to date.

2. Responsibilities of Councillors, employees, contractors and volunteers, who will:

- Cooperate fully with the aims and requirements of the Council's Health and Safety Policy and comply with Codes of Practice or work instructions for health and safety.

- Familiarise themselves and ask for advice (where considered necessary) in relation to health and safety instructions.
- Take reasonable care of their own health and safety, use appropriate personal protective clothing and, where appropriate, ensure the appropriate First Aid materials are available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
- Not misuse any plant, equipment, tools or materials.
- Report hazards and defects to the Clerk immediately. If reports are made verbally, they should be followed up by a written report confirming the nature of the problem, its severity and any recommendation for action.
- Report any accidents or hazardous incident to the Clerk immediately or as soon as is reasonably practicable and to assist with the investigation of such.

Policy Review: The Council will review this Policy as is necessary and appropriate, and at a minimum on an annual basis.

Signed _____ Date _____

Chair of the Council