

# **BRAMBER PARISH COUNCIL**

## **HEALTH AND SAFETY POLICY**

### **1. GENERAL STATEMENT OF POLICY**

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.3 The policy will be kept up to date. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Finance & Community Committee of the Council. Although risk assessment is a continuing process, it shall form part of the Committee's annual review.

### **2. RESPONSIBILITIES**

- 2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of Bramber Parish Council. The Clerk is responsible for this policy being carried out at all the Council's premises and activities.
- 2.2 All employees have the responsibility for achieving a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.3 Whenever an employee notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.
- 2.4 Consultation between management and employees is provided by immediate day to day discussion with the Clerk.
- 2.6 An Accident Record Book is kept.

### **3. FIRST AID**

- 3.1 A First Aid box is located at the Clerk's home.

### **4. FIRE SAFETY**

- 4.1 Village Hall fire extinguishers are the responsibility of the Beeding & Bramber Village Hall Committee.

4.2 Fire exits shall be kept free from obstructions during meetings.

4.3 Parish Council equipment, is stored in a locked cupboard located at the Public Convenience in The Street, with due regard to the minimisation of trip hazards, safe storage of potentially harmful substances and minimisation of fire risk.

Agreed and adopted by F&GP 03.04.19