



LAVENHAM PARISH COUNCIL

HEALTH AND SAFETY POLICY

1.0 Policy Statement

1.1 Our policy is to provide and maintain safe and healthy working conditions for all our employees, providing appropriate tools, equipment, operational processes and safe systems of work covering all our activities.

1.2 Council accepts the responsibility for applying the above and for providing information, instruction and training at all times and for the duration necessary to achieve this purpose.

1.3 Other people may be affected by our activities, i.e. visitors, neighbours, contractors etc, and Council accepts the responsibility to provide appropriate levels of safety for them.

1.4 We will provide suitable facilities and/or make the necessary arrangements for the welfare of all our employees at work.

1.5 Where risks to safety and health need to be assessed under a specific duty or Regulation, we will ensure that an assessment will be carried out and that all actions shown to be necessary will be implemented.

1.6 Should any of our activities endanger the health of any employee, such activities will be monitored and where necessary, arrangements for health surveillance made.

1.7 We will provide suitable information regarding the safety or safe use of our services and/or products.

1.8 We plan to minimise the risks created by work activities, products and services, organise ourselves in a way that secures involvement and participation at all levels and measure performance against our pre-determined standards.

1.9 Our commitment to this Policy is to engender a positive health and safety culture throughout all areas and activities.

2. Responsibilities of employees

All our employees must:

2.1 Comply with this Health and Safety Policy.

2.2 Fully observe the Safety Rules.

- 2.3 Report any safety hazard within their work area or malfunction of any item of plant or equipment to management.
- 2.4 Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- 2.5 Dress sensibly and safely for their particular working environment or occupation.
- 2.6 Conduct themselves in an orderly manner in the work place and refrain from any form of horseplay.
- 2.7 Use all safety equipment and/or protective clothing as may be provided.
- 2.8 Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.
- 2.9 Maintain all equipment in good condition and report any defects to management when they occur.
- 2.10 Report all incidents to management whether injury is sustained or not.
- 2.11 Attend as requested any training course designed to further the needs of health and safety.
- 2.12 Observe all laid down procedures concerning processes, material and substances used.
- 2.13 Observe the fire evacuation procedure and the position of all fire equipment and exit routes.

3. Specific responsibilities

- 3.1 Overall and final responsibility for health and safety rests with the Full Council.
- 3.2 Overall operational responsibility is delegated to the Parish Clerk:

4. Communications and training for employees

- 4.1 All employees shall receive the necessary training, instruction and information as appropriate, to enable them to carry out their job role in compliance with Health and Safety legislation and Best Practice.
- 4.2 This will include regular staff updates as well as formal safety training.
- 4.3 Records of training provided will be held on personnel files.

5. Accident and near miss reporting procedures

- 5.1 The Parish Council takes its responsibilities under health and safety legislation very seriously. As such, all necessary steps will be taken to eliminate or reduce the risk of accidents or a near miss occurring in the work place as much as is reasonably practicable.
- 5.2 Accidents or near misses will be reported to a meeting of Full Council.

5.3 Any accident reportable to the Health and Safety Executive as required by the RIDDOR Regulations (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations), will be fully investigated by the Parish Council.

5.4 The Parish Council will ensure the necessary reporting procedures as required by the RIDDOR regulations are followed at all times.

6. Risk assessment

6.1 Identification of hazards, assessment of the risk and the establishment and enforcement of control measures, are the cornerstones of effective Risk Management.

7 Procurement and Third Party Suppliers and Contractors

7.1 The Council has a responsibility for the health and safety of all staff and residents affected by any work or service conducted on behalf of the Council by any service provider, contractor or other third party.

7.2 The Council will request health and safety information relating to all products and services tendered by the Council, relating to relevant health and safety legislation as part of the procurement process.

7.3 The Council will request information relating to training and competency of all contractors and workers who undertake work on behalf of the Council

7.4 The Council reserve the right to suspend any works to conduct appropriate reviews or investigations if a safety concern is brought to the attention of the Council.

7.5 The Council expects all contractor, suppliers and third parties to support a positive health and safety culture while working on behalf of the Council in accordance with this Policy.

ANNEX 1

SPECIFIC ARRANGEMENTS AND PROCEDURES

A1. Fire

a) All employees will receive instruction and training in the procedures to be followed in the event of fire.

b) Extinguishers are tested annually.

A2. Hazardous Substances

a) The handling, storage and use of flammable or other hazardous substances must follow the manufacturer's instructions. They must not be stored with combustible materials. The Control of Substances Hazardous to Health (COSHH) regulations requires recognition of hazards and assessment of risk to be reported annually by suitably trained personnel.

b) COSHH Sheets must be stored with the hazardous substances and a copy of the sheet lodged within the central file provided.

A3. Noise

The Council will identify any activities conducted by staff that has the potential to generate noise.

Equipment installation instruction and operator manuals will be checked for information relating to recommended precautions

Where a source of excessive occupational noise is identified, the Council will seek advice from Environmental Health on precautions or assessments required under relevant legislation.

Provision of ear protection measures, such as ear defenders or plugs will be given to workers using equipment that generates noise at levels where hearing protection is either required or recommended.

A5. Use of Equipment and Installations

All Council-owned equipment will be checked before use to identify any defects or worn parts. Any identified defects will be reported to the Clerk. If equipment is deemed unsafe for use, it will be labelled "DO NOT USE", removed, isolated or deactivated so it cannot be used again until it is repaired or replaced.

Electrical and mechanical equipment will be inspected in accordance with relevant safety regulations.

Where relevant, only trained workers will use equipment owned by the Council.

Equipment owned by the Council will only be used for the purpose for which it was intended.

Review Date: February 2028

Document control

Version and date	Adopted
Created January 2026 V1.0	Adopted at Full Council meeting 5 February 2026