

BRADWELL PARISH COUNCIL



Health & Safety Policy Version 1.1 July 2026

This policy sets out Bradwell Parish Council's commitment to maintaining a safe and healthy working environment for its employees, councillors, volunteers and members of the public who may be affected by its activities.

1. Policy Statement

Bradwell Parish Council is committed to:

- Preventing accidents and work-related ill health.
- Providing safe working conditions, equipment and systems of work.
- Ensuring employees receive appropriate information, instruction and training.
- Consulting employees on health and safety matters.

Complying with all relevant health and safety legislation, including the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and RIDDOR.

2. Responsibilities

Overall Responsibility

Chair of the Administration & Training Committee

Has overall and final responsibility for health and safety.

2a) Day-to-Day Responsibility

Clerk

Responsible for implementing this policy, maintaining records, and ensuring compliance.

3. Health & Safety Arrangements

3.1) Risk Assessment

- Annual risk assessment of the office and any other council-managed premises.
- Review following any significant change or incident.
- Findings recorded and actions implemented.

3.2) Training & Competence

- Induction training for new employees.
- Training on safe use of screens, office equipment, and workstation ergonomics.
- Additional training provided where duties change.

3.3 Consultation

- Employees consulted informally through regular discussion with the Clerk.
- Any concerns raised will be recorded and addressed.

3.4 Emergency Procedures

- Fire evacuation procedures maintained and reviewed annually.
- Clerk responsible for ensuring fire risk assessment is up to date.
- Emergency contacts and procedures displayed in the office.

3.5 Safe Working Conditions

- Office equipment maintained in safe working order.
- Safe storage of cleaning materials and substances.
- Regular checks of electrical equipment and PAT testing where required.

4. Incident Reporting

- All accidents, near misses and cases of ill health must be reported to the Clerk.
- Serious incidents will be reported under **RIDDOR** where required.
- Accident records retained securely.

5. First Aid & Information

- Health & Safety Law Poster: **N/A** (no fixed office open to the public).
- First Aid Box: **N/A** (to be reviewed if office arrangements change).
- Accident Book: **N/A** (to be introduced if staffing or premises use changes).

6. Monitoring and Review

- Policy reviewed annually or sooner if circumstances change.
- Clerk to report any concerns or required updates to the Administration & Training Committee.
- Next scheduled review: July 2027