



ALDWICK PARISH COUNCIL
HEALTH AND SAFETY POLICY

Adopted: 24th March 2026
Reviewed: June 2027

Part 1: Statement of Intent

This is the Health and Safety Policy statement for Aldwick Parish Council.

The Health and Safety at Work Act 1974 sets out the general duty of employers and states the main principle as ‘it shall be the duty of every employer to ensure, as far as is reasonably practical, the health, safety and welfare at work of all its employees.’

Aldwick Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and visitors to premises and facilities under its control.

Aims of Health and Safety Policy are to:

- Prevent accidents and cases of work-related ill health
- Manage health and safety risks in our workplace
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- Consult with employees on matters affecting their health and safety
- Ensure that all electrical and fire detection and prevention equipment is well maintained on an annual basis
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire or other significant incident

Part 2: Responsibilities for Health and Safety

1. Overall and final responsibility for health and safety:
The Clerk, as line manager for the Council
2. Day-to-day responsibility for ensuring this policy is put into practice:
The Clerk, and in their absence the Assistant Clerk
3. To ensure health and safety standards are maintained/improved, the Council’s responsibilities cover the following areas, which the Clerk or in their absence the Assistant Clerk, is responsible for on its behalf:
 - safety, risk assessments, consulting employees, accidents, first aid and work-related ill health.
 - monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation.
 - maintaining equipment, information, instruction and supervision, training.
4. All employees should:
 - Co-operate with supervisors and managers on health and safety matters;
 - Take reasonable care of their own health and safety; and

- Report all health and safety concerns to an appropriate person (as detailed above).
- Report major injuries and fatalities at work to the Health & Safety Executive (HSE) Incident Contract Centre on 0345 300 9923. Report other injuries, diseases and dangerous incidents online at www.hse.gov.uk

Part 3: Arrangements for Health and Safety

Risk Assessment:

- We will complete relevant risk assessments and act on these.
- We will review risk assessments when working habits or conditions change.

Training

- We will give staff and subcontractors health and safety induction and provide appropriate training.
- We will provide personal protective equipment, where appropriate for staff to undertake their work.
- We will make sure suitable arrangements are in place for employees who work remotely.

Consultation

- We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

Evacuation

- We will make sure escape routes are well signed and kept clear at all times.
- We will test evacuation plans from time to time and update these if necessary.

Insurance

- We will have appropriate insurance in place to cover employees who might get hurt or ill through work, and covering public who are visiting council premises or areas under the council's control.
- We will display a hard copy or electronic copy of the current insurance certificate where it can be easily read.