

OCKLEY PARISH COUNCIL

Health and Safety Policy

July 2026

It is the responsibility of all parish councillors and employees of Ockley Parish Council to be aware of the contents of this policy and the arrangements made to implement them.

1. The Health and Safety at Work Act 1974 sets out the general duty of employers and states that *'it shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees'*.

2. Employees have a duty *'to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work'*.

3. As well as employees, OPC accepts its duty of care for others such as contractors and volunteers who carry out work in the parish. They all have a duty to work safely and not put others at risk. Information, training and supervision will be provided when required to ensure all are competent to do their work. Consultation regarding health and safety matters will be carried out as required. When contractors are appointed they will be asked to confirm that they are conversant with and compliant with the relevant Health and Safety regulations and best practices for their industry. The insurance details of the contractor will be kept on file.

4. The 1974 Act is supplemented by a number of Regulations and Codes of Practice. OPC will take all reasonable steps to ensure that it complies with the law on health, safety and welfare and any of the relevant regulations.

5. The Management of Health and Safety at Work Regulations 1999 requires employers to carry out Risk Assessments. The parish council will undertake risk assessments when thought to be necessary.

Any risk assessments undertaken will be filed with the Health and Safety policy.

6. Any accidents, injuries or incidents will be recorded and filed with the policy.

7. All necessary insurance will be in place and renewed on an annual basis.

To note: Employers with fewer than five employees are exempt from having a policy in place. However NALC strongly recommends that all councils should have a written policy in place.

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