



# EAST FARLEIGH

## P A R I S H C O U N C I L

Clerk to the Council:  
Mrs Nina Henley  
2 Alfriston Grove, West Malling Kent ME19 4SR  
e-mail: [clerk@eastfarleigh-pc.org.uk](mailto:clerk@eastfarleigh-pc.org.uk)

### Document Control

Title	Health and Safety Policy
Document Type	Governance
Author	Clerk / Full Council
Owner	East Farleigh Parish Council
Subject	Health and Safety
Created	March 2023
Approved by	Full Council
Date Approved	2 May 2023
Minute Reference	30/FCM/05/23
Review Date	Feb 2024

East Farleigh Parish Council aims to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, volunteers and visitors and of others who may be affected by their undertakings. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work Act 1974. To ensure the principles of health and safety are clearly understood throughout the Council, we will be committed to:

1. Complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the Council subscribes.
2. Setting and monitoring of health and safety objectives for the Council.
3. Effective communication of and consultation on health and safety matters throughout the Council.
4. Assessing the risks of the safety and health of employees and others who may be affected by the Council's activities and implementing controls to minimise those risks.
5. Preventing work related injuries, ill health, disease and incidents.
6. Providing and maintaining safe plant and equipment and implementing safe systems of work.
7. The safe use, handling, storage and transport of articles and substances.
8. Providing and maintaining a safe working environment with safe access, egress and welfare facilities.
9. Providing the necessary training to employees and others, including temporary employees and volunteers to ensure their competence with respect to health and safety.
10. Providing suitable and sufficient information, instruction and supervision for employees, members and volunteers.
11. Continually improving the performance of our health and safety management.
12. Devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where necessary skills are not available within the Council.
13. An annual review and, when necessary, the revision of this Health and Safety Policy.
14. Making this policy available to relevant interested external parties, as appropriate.