

BRICKHILL

PARISH COUNCIL



1. HEALTH AND SAFETY AT WORK

- 1.1. The Council attaches the highest importance to the health safety and welfare of all employees at work and accepts responsibility for taking all reasonable steps to ensure that the business of The Council is conducted in such a manner as to exclude any undue risks to employees, clients, visitors or the public. The Council as an employer is responsible for ensuring that there is a healthy and safe working environment and welcomes observations and suggestions on this or any related matter.
- 1.2. The Council will insofar as is reasonably practicable endeavour to maintain a working environment which ensures the health safety and welfare of all persons affected by equipment, premises, and processes under its control and in particular to:-
 - 1.2.1. Provide and maintain equipment and systems of work which are safe and without risk to health;
 - 1.2.2. Make arrangements so far as is reasonably practicable for ensuring the safe use handling storage and transport of "articles and substances" which are inherently or potentially dangerous;
 - 1.2.3. Assess and limit the risks to health caused by all substances used at The Council's premises and to inform the relevant employees of the results of this assessment and the nature of the risk;
 - 1.2.4. Monitor on a regular basis the risks to health caused by substances and systems of work used at the premises. This monitoring will be done as an ongoing process;
 - 1.2.5. Provide such information instruction training and supervision to ensure as far as is reasonably practicable the health safety and welfare at work of every employee and visitor;
 - 1.2.6. Maintain the work place in a condition that is safe and without risk to health and the

provision of safe means of access to and egress from the work place;

- 1.2.7. Carry out a health and safety risk assessment of all female employees of childbearing age and review this assessment on notification of a pregnancy;
- 1.2.8. Provide and maintain a safe and healthy working environment with adequate welfare facilities and arrangements; and
- 1.2.9. Monitor and ensure compliance with all relevant statutes.
- 1.3. It is also the duty of every employee to:
 - 1.3.1. Conduct themselves in a safe and healthy way so as not to expose risk to themselves or any other employee or visitor to the premises;
 - 1.3.2. To co-operate with The Council in every way so as to enable The Council to discharge its duties under the Health and Safety at Work etc. Act 1974; and
 - 1.3.3. Maintain good standards of behaviour and hygiene and to keep the workplace free from obstructions.

2. WELFARE

- 2.1. Should employees have any problems or difficulties, whether or not they involve their duties with The Council, then they may contact The Council for help and advice. These enquiries will be attended to in the strictest confidence and will not affect their future with The Council.

3. BULLYING AND HARASSMENT

- 3.1. Bullying and harassment in the workplace will not be tolerated. Employees are encouraged to bring any and all instances of bullying or harassment to the attention of The Council as soon as possible.
- 3.2. The Council will address complaints of bullying or harassment in a discreet and confidential manner insofar as is reasonably practicable in order to carry out a fair investigation in accordance with its written policies and procedures as appropriate. Bullying and harassment, where established will be dealt with severely.
- 3.3. Malicious or reckless allegations of bullying and harassment and allegations made when it is known or when it should reasonably be known that they are false will also be dealt with severely.

Adopted February 2009