



Cliffe and Cliffe Woods Parish Council
17 Graveney Close, Cliffe Woods, Rochester, Kent ME3 8LB

☎ 01634 566166

✉ clerk@cliffeandcliffewoods-pc.gov.uk

Clerk/PO Mrs Alex Jack, Clerk/RFO Mrs Helen Symmons
and Assistant Clerk Mrs Parveen Comparat

HEALTH & SAFETY AT WORK POLICY

Policy

It is the policy of Cliffe and Cliffe Woods Parish Council to take all reasonable steps to ensure the health and safety at work of all employees and any other persons affected by our work.

All employees are expected to promote and comply with safe working practices within the Parish Council's Health and Safety Policy. Each individual has a responsibility to take reasonable care for their own health and safety and for others who may be affected by their acts or omissions. All staff must co-operate with the Parish Council to enable them to carry out their statutory duties.

Accidents and First Aid

An accident or injury at work, however trivial it may appear at the time must be reported to the Health and Safety Manager (in this case the Clerk/PO). Details of the accident or injury should be recorded in the Accident Book held at the Parish Council's registered address.

In the event of an accident which requires first aid treatment, assistance should be available from an appointed First Aider (where applicable). If it is necessary to call an ambulance, dial 999 for the emergency services. On no account should you move anyone who appears to be seriously injured unless it is essential to do so for reasons of personal safety.

Fire Precautions

All employees must be familiar with the procedure and nearest fire extinguishers and how to raise the alarm. It is important to keep any fire doors closed and ensure that all corridors and fire exits are kept free from obstruction at all times when using public buildings.

Substance Hazardous to Health

There is legislation covering the control of substances hazardous to health (COSHH). This requires that all substances used in the workplace must be assessed in order to identify the risk to health. Fortunately, in an office environment there are relatively few substances that might be hazardous to health but there are some such as photocopier toner and kitchen or toilet cleaning materials. Where appropriate these should be stored safely and any spillages mopped up and cleaned. If you are in any doubt please contact your line manager.

Slips, Trips and Falls

Falling over as the result of a slip, trip or stumble is the biggest cause of injury at work. Look out, and report, hazardous situations which may contribute. Wear suitable footwear at work, taking into account whether you are inside or outside a building.

Use only a proper step stool or ladder for reaching high items.

Lifting, Carrying and Handling

A major cause of injury, not just to backs, but to shoulders, arms and even fingers and toes. It is important to seek help if you feel that any item is too heavy to lift. Remember never to arch or twist when reaching for anything in the workplace or outside on site.

Electrical Equipment

All electrical systems are maintained to prevent danger. Electrical inspections are carried out to the Council assets, as required, and checked to comply with National Inspection Installation Contractors (NICEIC) standards.

Safety Procedure for Lone Working

Lone members of staff should not arrange to meet unknown contacts except in public places. All members of staff should provide details to another person of where they are going, the purpose of the visit and their anticipated time of return. If there is any unexpected change to this, please telephone them if possible.

Aggressive Situations

It is recognised that some employees may be subjected to aggression because of the jobs that they do. Situations resulting in verbal abuse or anti-social behaviour, as well as physical assault, must be reported to identify possible remedial action.

This policy was adopted by the Parish Council at their meeting on 19/3/2026