

KENT ASSOCIATION OF LOCAL COUNCILS



HEALTH AND SAFETY POLICY STATEMENT

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
 - To consult with our employees on matters affecting their health and safety;
 - To provide and maintain equipment and ensure safe handling and use of equipment and substances;
 - To provide information, instruction and supervision for employees;
 - To ensure all employees are competent to do their tasks, and to give them adequate training;
 - To prevent incidents and cases of work-related ill health;
 - To maintain safe and healthy working conditions in the office and remotely – see separate Home Working Policy.
- KALC HQ will:
 - Comply with emergency procedures in line with Dover District Council's evacuation plans and procedures in case of fire or other significant incident;
 - Ensure the Health and Safety law poster is displayed in the office and the information is up-to-date;
 - Ensure a First Aid box and Accident Book are located in the main office;
 - Ensure that accidents and ill health at work are reported under RIDDOR (www.hse.gov.uk/riddor);
 - Undertake risk assessments for KALC conferences and workshops.
 - KALC will review and revise this policy every 2 years.

Overall and final responsibility for health and safety: Chief Executive

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Finance & Administration
Manager

Signed:

Chairman, Kent Association of Local Councils

Date: April 2021

Review Date: April 2023