



HEALTH AND SAFETY POLICY FOR EMPLOYEES AND BOARD DIRECTORS

Document history

Notes of changes	Version No.	Date of approval and adoption
Health and safety policy in original format	1.0	24 April 2021
Reviewed no changes		27 March 2023
Revised – changes to remove reference to executive members and replace with board directors.	2.0	April 2025
Revised – changes made to reflect Martyn’s Law and Workplace wellbeing focus.		April 2026

**THIS HEALTH AND SAFETY POLICY FOR EMPLOYEES AND
BOARD DIRECTORS IS PUBLISHED AS APPROVED BY
CUMBRIA ASSOCIATION OF LOCAL COUNCILS ON 11 APRIL 2026**



Cumbria Association of Local Councils (CALC)

Health and Safety Policy for employees and Board Directors

Introduction

CALC recognises that under the Health and Safety at Work Act 1974, it has a legal responsibility to ensure the health, safety and welfare of its employees and volunteers i.e. Board Directors. It is also keen to ensure, as far as is reasonably practicable, that members of the public who attend CALC events do so in the safest way possible.

Responsibilities

CALC recognises and accepts its responsibility as an employer for providing safe and healthy working conditions for its employees, contractors and Board Directors, paying particular attention to the provision and maintenance of:

1. equipment and systems of work designed and maintained to operate and function safely;
2. sufficient information, instructions, training and supervision to enable its employees and Board Directors to avoid hazards and contribute positively to their own safety and health at work;
3. to promote safety awareness among its employees, consultants, visitors, CALC directors and members of the general public.
4. to consider staff's health and wellbeing with greater emphasis on psychosocial risks, including stress and workload. CALC will integrate mental health considerations into risk assessments and provide clear support systems for employees with regular individual contact.
5. to provide a safe environment for all visitors and members of the public, bearing in mind that these persons may not be aware of health and safety risks.
6. to promote the wearing of Personal Protective Equipment if required (for example the use of face masks to prevent the transmission of viruses).
7. to ensure that the Cumberland Council conducts annual Electrical Portable Appliance Testing on all council equipment used by CALC employees to conform to current legislation.
8. to ensure that any external events hosted by CALC adopt robust security measures and emergency planning in line with Martyn's Law (Terrorism Protection of Premises Act 2025). CALC will conduct a risk assessment ensuring clear evacuation or shelter in place plans and access control.



9. the Chief Officer assumes the day to day responsibility of ensuring the Health and Safety Policy is reviewed, maintained and adhered to.

Health and safety will be kept under review by CALC but employees and directors are reminded that they also have a duty of care for their own safety and that of other persons who might be affected by CALC activities and to co-operate with CALC so as to enable it to carry out its own responsibilities successfully.

The final level of responsibility is, however, that of each and every individual.

Employees and directors should seek advice on safety and health matters from CALC's Chief Officer, and follow advice given;

1. report immediately to the Chief Officer any defects in equipment which come to their notice;
2. report promptly to the Chief Officer any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence of incidents.
3. report any health and wellbeing issues to the Chief Officer.
4. report all near miss Health and Safety incidents to the Chief Officer.
5. record any such accidents in an Accident Book, held in Voreda House.

A copy of this statement will be issued to all CALC employees and Board Directors as part of their induction. Employees will be reminded of the policy during their annual appraisal.

This policy will be revised, added to or modified when required and reviewed annually.