



1 Nancevallon, Higher Brea, Camborne, TR14 9DE

Clerk to the Council, Mrs Karen Harding,

[clerk@kenwynparishcouncil.gov.uk](mailto:clerk@kenwynparishcouncil.gov.uk)

Telephone 01209 610250/ 0800 2346077

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Dear Sirs

Kenwyn Parish Council has adopted a Health and Safety Policy and I am required to draw your attention to your responsibilities under the Health and Safety at Work Act, 1974 to ensure a safe working environment. The enclosed Council's Health and Safety Policy defines your responsibilities, which include that you ensure all involved with the work carried out:

- Have received appropriate training for all work to be done and for all equipment to be used.
- Have been provided with, and use, appropriate protective equipment.
- Have been provided with appropriate First Aid materials.
- Take appropriate measures to protect other employees and members of the public from potentially hazardous equipment and materials. In particular, to avoid using equipment such as strimmers, mowers, heat guns etc. within 15 metres of any person other than the operator.
- Report to the clerk, as soon as possible, any accidents or hazardous incidents.
- You are also required to have appropriate 3<sup>rd</sup> party liability and employer's insurance coverage.

Please keep me informed of your working schedule and do not hesitate to call me if you have any problems. I look forward to working with you.

Yours sincerely

Mrs Karen Harding

Clerk

Kenwyn Parish Council