

Policy statement

Part 1: Statement of intent

This is the health and safety policy statement of:

Northchurch Parish Council

Our health and safety policy is to:

- Prevent accidents and cases of work related-ill health
- Manage health and safety risks in our office and open spaces
- Provide clear instructions and information, and adequate training, to ensure our employees and councillors are competent to do their work
- Provide personal, protective equipment
- Consult with our employees and councillors on matters affecting their health and safety
- Provide and maintain safe office and open space equipment
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire or other significant incident
- Review and revise this policy regularly

A handwritten signature in black ink that reads 'Jon Clarke'.

Signed

Jon Clarke

Print name

15 March 2021

Date

May 2022

Review date

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

Jon Clarke: Chair, Northchurch Parish Council

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

Usha Kilich: Clerk, Northchurch Parish Council

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Jon Clarke: updating H&S policy and ensuring our clerk and councillors have read and understand it and consulting them on H&S issues, risk assessments, accident and ill-health investigation,

Gordon Godfrey: maintaining equipment, playground and other open space safety inspections

Usha Kilich: monitoring, training, emergency procedures, fire and evacuation.

4 All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

Part 3: Arrangements for health and safety

Risk assessment

We will:

- complete relevant risk assessments and take action
- review risk assessments when working habits or conditions change

Training

We will:

- provide our employees, councillors and subcontractors health and safety induction and provide appropriate training (including working from home)
- provide appropriate personal protective equipment
- make sure suitable arrangements are in place if our employees or councillors work remotely

Consultation

We will consult our employee and councillors routinely on health and safety matters as they arise when we review health and safety.

Evacuation

We will

- make sure escape routes are well signed and kept clear at all times
- test evacuation plans from time to time and update them if necessary