

CHALE PARISH COUNCIL HEALTH & SAFETY GENERAL POLICY GUIDELINES

This is the statement of general policy and arrangements for:

Chale Parish Council

Overall and final responsibility for health and safety is that of:

Clerk to the Council

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

Clerk to the Council

| STATEMENT OF GENERAL POLICY | RESPONSIBILITY OF: | ACTION & ARRANGEMENTS |
|--|------------------------------------|---|
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities. | Clerk to the Council | Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year or earlier if working habits or conditions change.) |
| To provide adequate training to ensure employees are competent to do their work. | Clerk to the Council | Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site. |
| To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health. | Chairman & Clerk to the Council | Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required. |
| To implement emergency procedures – evacuation in case of fire or other significant incident. | Clerk to the Council | Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. (You can find help with your fire risk assessment at www.communities.gov.uk/firesafety .) |
| To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances. | Clerk to the Council | Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances. (See www.coshh-essentials.org.uk .) |

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| Health and safety poster is displayed: | No premises – N/A | | |
| First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) www.hse.gov.uk/riddor Tel: 0845 300 9923 | No premises – N/A | | |
| Signed: (On behalf of Employer) | <i>Michala Bailey</i> | Date: | 11/12/23 |
| Subject to review, monitoring and revision by: | Clerk to the Council | Every: | 12 months or sooner if work activity changes |

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Employers with five or more employees must have a written health and safety policy and risk assessment. For further information see www.hse.gov.uk/risk.