



Whitfield Parish Council - Health and Safety Policy

Activity: Statement of general policy and arrangements

Prepared by: J Goodsell

Issue Number: 2

Location: To be displayed in the Recreation Ground Pavilion

Verified by: J Matcham

Issue Date: November 2020

Notes:	<p>(i) Whitfield Parish Council has overall and final responsibility for Health and Safety;</p> <p>(ii) The Parish Clerk has day-to-day responsibility for ensuring this policy is put into practice;</p> <p>(iii) The Policy is reviewed annually by the Finance Committee and recorded in the minutes of the meeting.</p>	
Statement of general policy	Responsibility	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Chairman / Parish Clerk	<ul style="list-style-type: none"> Relevant risk assessments completed and actions arising will be implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training as required, to ensure employees are competent to do their work	Chairman / Parish Clerk	<ul style="list-style-type: none"> Staff given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment (PPE). The Parish Council will ensure that suitable arrangements are in place to cover employees engaged in work remote from Recreation Ground.
Engage and consult with employees on day-to-day health and safety conditions	Parish Clerk	<ul style="list-style-type: none"> Staff routinely consulted on new and existing health and safety matters as they arise and also formally consulted at regular performance review meetings.
Implement emergency and evacuation procedures in case of fire or other significant incident.	Chairman / Parish Clerk	<ul style="list-style-type: none"> Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and tools, and ensure safe storage/use of substances	Chairman / Parish Clerk	<ul style="list-style-type: none"> Toilets, washing facilities and drinking water provided and maintained. System in place for routine inspections and testing of plant, equipment and tools and for ensuring that action is promptly taken to address any defects.
Provision of First aid kit and recording of Accidents and Dangerous Occurrences	Chairman / Parish Clerk	<ul style="list-style-type: none"> Accident Book provided in the Clerk's Office. Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) All accidents and dangerous occurrences will be thoroughly investigated
Duty to cooperate with Health and Safety Arrangements	All employees	<ul style="list-style-type: none"> To co-operate with supervisors and managers on health and safety matters; To take reasonable care of their own, and others, health and safety; and To report all health and safety concerns to an appropriate person.