



# WHITE COLNE PARISH COUNCIL

White Colne Village Hall, Bures Road, White Colne, CO6 2QA.

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## **HEALTH & SAFETY POLICY**

### **Statement of Intent:**

This is the Health & Safety Policy of White Colne Parish Council.

The Council's Health & Safety Policy is to:

- prevent accidents and cases of work-related ill health
- manage health and safety risks in our workplace
- provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- provide personal protective equipment
- consult with our employees on matters affecting their health and safety
- provide and maintain safe plant and 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

### **Responsibilities:**

Overall and final responsibility for health and safety: **White Colne Parish Council**

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

- The Clerk to the Council
- Chairperson of the Parish Council
- Vice-Chairperson of the Parish Council
- Any individual member of the Parish Council
- Any individual member of staff
- Any sub-contractor to the Parish Council
- Any individual volunteer

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

- The Clerk to the Council - safety, risk assessments, accidents, first aid, monitoring, accident and ill-health investigation, emergency procedures, training.
- Chairperson of the Parish Council – consulting employees, work-related ill health.
- John King - maintaining equipment, information, instruction and supervision, fire and evacuation.

All employees, volunteers and sub-contractors 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).

## **Arrangements for health & safety:**

### **Risk Assessment**

We will complete relevant risk assessments and take action.

We will review risk assessments when working habits or conditions change.

### **Training**

We will give staff and volunteers health and safety induction and provide appropriate training.

We will provide personal protective equipment.

We will make sure suitable arrangements are in place for employees who work remotely.

### **Consultation**

We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

### **Evacuation**

We will make sure escape routes are well signed and kept clear at all times.

Evacuation plans are tested from time to time and updated if necessary.

Adopted: November 2024