

Health and safety policy

This is the statement of general policy and arrangements for Chelveston-cum-Caldecott Parish Council:

The Parish Council has overall and final responsibility for health and safety

The Clerk to the Parish Council has day-to-day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	The Clerk to the Parish Council	Risk assessments will be documented for activities carried out by Councillors, volunteers, and employees where a risk to health exists from a potential hazard. Where an accident, incident or injury occurs they will be investigated appropriately and corrective actions identified to prevent future reoccurrence.
Documenting of Risk Assessments and safe systems of work	The Clerk to the Parish Council	Risk assessments will be documented by a competent person for activities carried out by the Parish Council where potential hazards pose a risk to councillors, volunteers, residents, or anyone else who may be affected. Risk assessments will be reviewed after a reasonable period of time, i.e. a year or after a significant change such as new councillors, volunteers, employees or after and or incident.
Documenting Control of Substances Hazardous to Health (COSHH) assessments	The Clerk to the Parish Council	Where any substances are used which may be hazardous to health a COSHH assessment will be documented by a competent person, the assessment process will start at the point of purchasing substances, where reasonably practicable purchasing least hazardous to health substance.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	The Clerk to the Parish Council	Manufacturers instructions manuals will be provided with safety instructions as a minimum A training matrix will be maintained of any specific training required. Where appropriate safe system of work will be documented. Councillors, volunteers and employees will be provided appropriate information, instruction and training for tasks and activities to be undertaken.
Engage and consult with employees on day-to-day health and safety conditions	The Council and the Clerk to the Parish Council	Face to face discussions, email communication or at council meetings
Implement emergency procedures – evacuation in case of fire or other significant incident.	The Clerk to the Parish Council	Where the Council are responsible for any property or an event, a suitable risk assessment will be undertaken and appropriate emergency procedures documented.

<p>Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances</p>	<p>The Clerk to the Parish Council</p>	<p>Matrix to be maintained of all equipment own by the Council which will identify</p> <ul style="list-style-type: none"> • If PPE use check is required • Frequency of servicing or statutory inspection • Date next servicing or inspections are due <ul style="list-style-type: none"> • Level of training required • Names of authorised operators <p>Any substances used by the Council will be stored and used in accordance with manufacturer's instructions and COSHH assessments.</p>
<p>Management of Contractors</p>	<p>The Clerk to the Parish Council</p>	<p>When selecting contractors, the Council will:</p> <ul style="list-style-type: none"> • Initially assess the competency of the contractor using a suitable questionnaire • Use a competent person to review the contractors risk assessments and method statements (RAMS) asking appropriate questions to confirm competence and ensure so far as reasonable control measures are in place to protect those who may be at risk from any hazards. • Obtain copies of certificates, checking in date and appropriate for equipment to be used • Obtain copies of public liability insurance certificates • Seek confirmation from contractor's insurance broker they are insured for the activities to be undertaken where appropriate. • Provide suitable induction for contractors carrying works out on behalf of the parish council • Conduct monitoring works are being carried out in accordance with RAMSs, appropriate frequency for the works being carried out.
<p>Supply and provision or Personal Protective Equipment (PPE)</p>	<p>The Clerk to the Parish Council</p>	<p>Requirement for PPE will be identified during risk and COSHH assessment process. PPE to be used will be selected to the appropriate British Standard, EN or ISO standard.</p> <p>Where PPE is required to be used by Councillors, volunteers, and employees the Council will provide free of charge.</p> <p>A matrix will be maintained of PPE, as to maintenance, inspection, or testing such as face fit testing required.</p> <p>Appropriate information, instruction and training will be provided on the use, maintenance, and storage of PPE.</p> <p>Contractors will be responsible for ensuring their employees are provided appropriate PPE.</p>
<p>Use of Display Screen Equipment (DSE)</p>	<p>The Clerk to the Parish Council</p>	<p>Where the use of DSE forms a significant part of a Councillor's, volunteer's, or employee's role, they will be asked to carry out a self-assessment using the HSE DSE self-assessment form.</p> <p>The Parish Council will provide appropriate equipment e.g. docking station, monitor and mouse for laptops supplied by the Council.</p> <p>Appropriate information, instruction and training will be provided on suitable set up for DSE.</p>
<p>Threats of violence</p>	<p>The Clerk to the Parish Council</p>	<p>Councillors, employees, and volunteers will be provided information, instruction, and training as what to do in the event of any threats of violence.</p> <p>The Council have documented complaints policy to manage complaints relating to Council or Councillors.</p>

Signed: (Chair)	Hardcopy original signed		Date:	
Signed: (Clerk)	Hardcopy original signed		Date:	

You should review your policy if you think it might no longer be valid, e.g. if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

First-aid box is located:	The Council does not maintain a first aid box, having no permanent buildings. Contractors are required to provide their own, and for Council run events an appropriate assessment will be conducted as to first aid equipment required, in the main this will utilise the first aid box within the village hall.
Accident book is located:	Held by the Clerk to the Parish Council

This policy will be reviewed annually in September, unless changes in legislation require it to be reviewed sooner.