**Health and Safety Policy Statement**

**This document should be read together with the risk assessment.**

**Our statement of general policy is:**

* **To provide adequate control of the health and safety risks arising from our work activities;**
* **To consult with employees on matters affecting Health and safety;**
* **To provide and maintain safe equipment;**
* **To provide information and support for employees;**
* **To ensure all employees are competent to do their tasks, and to give them adequate training;**
* **To maintain safe and healthy working conditions;**
* **To review and revise this policy as necessary at regular intervals.**

**Signed on behalf of the Council**

**Chairman: Date: 2nd September 2019**

**Review September 2020**

**Holme Hale Parish Council Health and Safety continued….**

**Responsibilities**

* **The final responsibility for health and safety is that of Holme Hale Parish Council;**
* **Day to day responsibility for ensuring this policy is put into practice is delegated to the clerk;**
* **Risks Assessments will be undertaken by at least one councillor and the Clerk;**
* **The findings of the Risk Assessment will be reported to the full Council;**
* **Action required to remove/control risks will be approved by the full Council;**
* **The clerk and the Council will be responsible for ensuring the action required is implemented;**
* **Assessment of risk will be reviewed annually, or when the work activity changes, whichever is the soonest.**

**Information**

**Health and Safety Information is located in the Clerks Office**

**Accidents, First Aid and Work Related Ill Health**

* **The First Aid Box is kept in the Clerk’s home;**
* **All incidents and cases of work related ill health are to be recorded in an accident book. The book is kept in the Clerk’s Office.**
* **The Chairman and two other Councillors are responsible for investigating accidents.**

**Emergency Procedures – Fire and Evacuation**

**The clerk should be aware of escapes routes both in the Clerk’s Office and other places of work in the event of a fire or evacuation. The clerk is also responsible for ensuring others who use the office are also aware of emergency evacuation procedures.**

**Some key areas of risk in the workplace:**

* **Only one exit to the office;**
* **Display Screen equipment;**
* **Electricity;**
* **Slips, trips and falls;**
* **Stress;**
* **Working equipment;**
* **Working alone and in an isolated environment;**
* **Abuse by telephone and in person by members of the public;**
* **Materials, equipment stored in the office.**