

WEETING WITH BROOMHILL PARISH COUNCIL



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: 17th September 2026

Review September 2027

Weeting Parish Council Health and Safety continued....

Chairman: Cllr Mike Nairn - Parish Clerk: Mrs Pauline Angus

Telephone: 07741 481956

Clerk@weetingparishcouncil.gov.uk

www.weetingparishcouncil.gov.uk

Responsibilities

- The final responsibility for health and safety is that of Weeting 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 Clerk's Office

Accidents, First Aid and Work Related Ill Health

- The First Aid Box is kept in the Parish Store on the playing field.
- 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.

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