

# HARGRAVE AND HUXLEY PARISH COUNCIL

## GENERAL HEALTH & SAFETY POLICY

**Health & Safety is taken seriously by the Parish Council and whilst it has responsibility for all those engaged in its activities, it also recognizes that it is the responsibility of each individual's to act in a safe and considerate manner.**

Parish Council members have overall and final responsibility for health and safety

The nominated Parish Council Health & Safety Lead has day-to-day responsibility for ensuring this policy is put into practice

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	Head & Safety Lead	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Parish Clerk H/S lead Chair	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
Prevent accidents to volunteers helping on working groups	Working Group organiser	Carry out risk assessments appropriate to the work to be undertaken and subsequently brief all involved on the risks identified, the measures to be followed to mitigate the risks and what to do in the event of an incident
Engage and consult with employees on day-to-day health and safety conditions	Parish Clerk Chair	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular performance review meetings or sooner if required.
Maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage/use of substances	Parish Clerk	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and for ensuring that action is promptly taken to address any defects.

Signed: on behalf of Hargrave and Huxley Parish Council

T Ryall-Harvey (Clerk)

Date: 4<sup>th</sup> May 2025