



FINSTALL PARISH COUNCIL

HEALTH AND SAFETY POLICY

Adopted date	05/12/2023	Minute reference:
Next review date	12/2025	10c.ii

INTRODUCTION

Finstall Parish Council believes establishing a comprehensive health and safety policy is crucial for a parish council to ensure the well-being of its employees, councillors, volunteers, and members of the public who interact with council activities.

POLICY STATEMENT

Finstall Parish Council is committed to maintaining a safe and healthy environment for all individuals involved in council activities. This policy aims to promote a culture of safety, prevent accidents and injuries, and comply with relevant health and safety legislation.

RESPONSIBILITIES

Finstall Parish Council undertakes to demonstrate its commitment to health and safety by providing necessary resources, training, and support to ensure compliance with statutory regulations and individual health and wellbeing.

We shall encourage active participation in maintaining a safe environment for all employees, council members, volunteers and members of the public by adhering to established health and safety guidelines, reporting hazards, and contributing to risk assessments.

RISK ASSESSMENT AND MANAGEMENT

The Parish Council will:

1. **Identify hazards.** This means we shall regularly conduct risk assessments to identify potential hazards in council premises, activities, and at events.
2. **Establish mitigation strategies.** This means we shall implement control measures to minimize or eliminate identified risks, ensuring the safety of individuals involved.
3. **Set out emergency procedures.** This means we shall develop and communicate clear procedures for responding to emergencies, including fire drills, first aid provisions, and evacuation plans.

HEALTH AND SAFETY TRAINING

The Parish Council will support the following training:

1. **Induction.** Comprehensive health and safety induction training for new employees, councillors, and volunteers.
2. **Ongoing.** Regular training sessions to ensure individuals are equipped with the necessary knowledge and skills to handle health and safety issues effectively.
3. **Specific.** Specialized training for handling equipment, hazardous substances, and specific tasks to mitigate risks associated with them.

SAFETY MEASURES AND CONTROLS

The Parish Council will support and expect the following measures:

1. **Workplace Environment,** such as council meetings, will be a clean, organized, and hazard-free space through the implementation of proper housekeeping practices.
2. **Equipment and Machinery,** such as used by contractors and volunteers, will be regularly maintained and inspected to ensure safe operation at all times.
3. **Personal Protective Equipment (PPE),** will be provided as appropriate and will ensure it is used properly.
4. **Reporting and Investigating.** Establish a clear procedure for reporting accidents, incidents, or near misses, and in the event of an occurrence, will conduct thorough investigations to prevent recurrence.

CONSULTATION AND COMMUNICATION

The Parish Council will:

1. Encourage open communication and consultation with employees, councillors, and volunteers regarding health and safety matters.
2. Regularly communicate health and safety information, policies, and updates through appropriate channels including the parish notice boards and website.

REVIEW AND IMPROVEMENT

We shall regularly review this health and safety policy, procedures, and practices to ensure they remain effective and align with current legislation and best practices.

~End~