

Health and safety policy

| This is the statement of general policy and arrangements for: | | Hacheston Parish Council |
|---|--------------------------------------|---|
| Chairman of Hacheston Parish Council (Name of Employer/Senior manager) | | has overall and final responsibility for health and safety |
| | | 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 (physical and mental) by managing the health and safety risks in the workplace | Chair | Visual inspection of meeting room prior to meetings Employee conducts other work at home |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | Chair | In contract Training offered and provided as and when necessary |
| Engage and consult with employees on day-to-day health and safety conditions | Chair | Can be discussed in appraisal and employees encouraged to raise any concerns with line manager. |
| Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities | Hacheston Village Hall Committee | Village hall policy- this is on display in the hall and VHC gives copies to hirers |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances | N/A Employee works from home | Laptop provided by Council. To consider PAT testing 3 years after purchase- July 2025 |

| | | | |
|----------------------|--|-------|--|
| Signed: * (Employer) | | Date: | |
|----------------------|--|-------|--|

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

| | |
|---|--------------|
| Health and safety law poster is displayed at (location) | N/A |
| First-aid box is located: | Village hall |
| Accident book is located: | Village hall |

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Physical Assets Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide

(<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: **Hacheston Parish Council**

Date of risk assessment: **May 2024**

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|---------------------------------|---|---|---|------------------------------|-----------------|------|
| Slips and trips | Staff and visitors may be injured if they trip over objects or slip on spillages. | General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. | | Village hall responsibility | From now on | |
| Litter Pick | Road traffic hazard | High vis clothing, verbal warning | No | All councillors | | |
| | Broken bottles etc | Rubber gloves issued. Volunteers advised not to pick up needles or sharps but to pass on details to clerk for further action. | No | All councillors | | |
| | Dog excrement | Rubber gloves issued | No | All councillors | | |
| Bus Shelter | Risk of harm to public using bus shelter at the B1116 Roundabout | Annual inspection Included in insurance policy | No | Chairman | | * |
| Verges & common land | Risk of harm to person(s) cutting roadside verges, triangle of grass round village sign and on Fairfield Green on behalf of the Parish Council. | All contractors to have Public Liability Insurance in place | No | Contractors | | |
| Speed Indicator Device | Risk of harm to individuals moving the Speed Indicator Display | Individuals to be trained how to lift and transport the SID safely, and to wear Hi Vis whilst doing so. SID only to be changed in daylight hours. | No | Cllr. Hardy & named resident | | |

| | | | | | | |
|---------------------|---|---|----|------------------------------|--|--|
| | Risk of SID being stolen | Speed Indicator Display to be padlocked to poles or kept In Councillor's locked premises Insured on Insurance Policy | No | Cllr. Hardy & named resident | | |
| Noticeboards | The Parish Council currently has three notice boards. | No formal inspection procedures are in place but any reports of damage or faults are reported to the Parish Council and dealt with. | No | Councillors and public | | |