

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:	
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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

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 2025

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		