

# Policy statement

## Part 1: Statement of intent

This is the health and safety policy statement of:

Pangbourne Parish Council

Our health and safety policy is to:

- prevent accidents and cases of work-related ill health
- manage health and safety risks in our workplace
- provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- provide personal protective equipment
- consult with our employees on matters affecting their health and safety
- provide and maintain safe plant and equipment
- ensure safe handling and use of substances
- maintain safe and healthy working conditions
- implement emergency procedures, including evacuation in case of fire or other significant incident
- review and revise this policy regularly

**Signed**

Peter Maclver

**Print name**

10th November 2020

**Date**

November 2021

**Review date**

## Part 2: Responsibilities for health and safety

### 1 Overall and final responsibility for health and safety:

Peter Maclver, Chairman of the Parish Council

### 2 Day-to-day responsibility for ensuring this policy is put into practice:

Becky Elkin, Clerk to the Parish Council

### 3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Peter Maclver and Becky Elkin – safety, risk assessments, consulting employees, accidents, first aid and work-related ill health

Becky Elkin – monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation

Peter Maclver – maintaining equipment, information, instruction and supervision, training

### 4 All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

## Part 3: Arrangements for health and safety

### *Risk assessment*

- We will complete relevant risk assessments and take action.
- We will review risk assessments when working habits or conditions change.

### *Training*

- We will give staff health and safety induction and provide appropriate training.
- We will provide personal protective equipment.
- We will make sure suitable arrangements are in place for employees who work remotely.

### *Consultation*

We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

### *Evacuation*

- We will make sure escape routes are well signed and kept clear at all times.
- Evacuation plans are tested from time to time and updated if necessary.