

Policy statement

Part 1: Statement of intent

This is the health and safety policy statement of:

Chalford Parish Council

Our health and safety policy is to:

Provide adequate control of the health and safety risks arising from our works activities
To consult with our employees and volunteers on matters affecting their health and safety
To provide and maintain safe plant and equipment
To ensure safe handling and use of substances by employees and volunteers
To provide information, instruction and supervision for employees and volunteers
To ensure all employees and volunteers are competent to do their task and to give them adequate training
To prevent accidents and cases of work-related ill health
To maintain safe and healthy working conditions
To review and revise this policy as necessary at regular intervals

Signed

ANDREW MORRIS-UTATT

Print name

Date

21/10/25

Review date

OCT 2026

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

Overall and final responsibility for health and safety is the councillors of Chalford Parish Council

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

Is the Clerk

Groundsman will be responsible for identifying all equipment/plan needing maintenance

Works Committee will be responsible for ensuring effective maintenance procedures are drawn up

Clerk/Groundsman/Deputy Clerk will be responsible for the safe handling and use of COSHH

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

Finance & Management Committee has the responsibility for policies and employee welfare

Works Committee - See Terms of Reference

Clerk - Parish Centre and employees

Accidents, first aid and work-related ill health will be supervised by the Deputy Clerk

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

Risk Assessments will be undertaken by the Works Committee and the Clerk

The findings of the risk assessments will be reported to the Finance and Management Committee

Action required to remove/control risks will be approved by the Full Council

The Clerk will be responsible for ensuring the action required is implemented

The Finance and Management Committee will check that that implemented actions have removed/reduced the risks and will be reviewed every 12 months or work activity changes, whichever is sooner

Training

The Clerk will provided induction training for all employees with specific job training being provided by council with professionals.

The Clerk/Deputy Clerk will provided any training required for volunteers that is needed.

Training records are kept at the Parish Centre

Training will be identified, arrange and monitored by Clerk/Works Committee and Finance & Management Committee

Consultation

The Clerk is the employees representative and will consult with employees.

Evacuation

Finance & Management Committee is responsible for ensuring the fire risk assessment is undertaken and implemented.

Groundsman/Clerk is responsible for checking escape routes on a daily basis.

Fire Alarms & extinguishers are serviced annually by A&E Fire and Security

Emergency evacuation is tested every six months