

HEALTH & SAFETY POLICY

KELVEDON PARISH COUNCIL

This is the statement of general policy and arrangements for:	KELVEDON PARISH COUNCIL
Overall and final responsibility for health and safety is that of:	KELVEDON PARISH COUNCIL
Day to day responsibility for ensuring this policy is put into practice is delegated to:	PARISH CLERK

Statement of General Policy	Action/Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Relevant risk assessments completed and actions arising out of those assessments implemented. Risk assessments reviewed every year, or earlier if working habits or conditions change.
To provide adequate training to ensure employees are competent to do their work.	Staff and sub-contractors given necessary health and safety information and provided with appropriate training and for employees, PPE.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Staff routinely consulted on health and safety matters as they arise but also formally consulted at the annual appraisal, or sooner if required.
To maintain safe and healthy working conditions, provide and maintain equipment and ensure safe storage of substances.	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.
To implement emergency procedures – evacuation in case of fire or another significant incident.	Escape routes well signed and kept clear at all times. Evacuation procedure reviewed annually, or earlier if required.

Health and Safety law poster is displayed	In office
First aid box and fire extinguishers	In office and in Parish Council van.

Signed by Chairman of Kelvedon Parish Council	<i>Cllr India Jayatillake</i>
Presiding at the Parish Council Meeting Dated	3 March 2020