

Latton Parish Council  
Health and Safety Policy Statement

**Part 1: Statement of Intent**

This is the Health and Safety Policy of Latton Parish Council

The Council's Health and Safety Policy is to:

- Prevent accidents and cases of work-related ill health
- Manage Health and Safety risks in our premises and workplace
- Provide clear instructions, information and training where required to ensure Employees, Councillors and Volunteers working on behalf of the Council are competent to do their work
- Provide clear instructions and information when required for Visitors and Users of Council property and equipment.
- Provide personal protective equipment when required
- Provide and maintain safe buildings 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 whenever there is a change and every two years

Signed: *James Towner*

Name: James Towner

Chairman of Latton Parish Council

Date: 12 December 2023

Next Review Date: December 2025

**Part 2: Responsibilities for Health and Safety**

**Overall responsibility for Health and Safety: Parish Clerk**

The Council shall provide support for the Parish Clerk when required to investigate and address issues identified as part of risk assessments or inspections, or as a result of accidents, near misses, reports of hazards or other dangerous occurrences.

**Day to day responsibility for Health and Safety: Parish Clerk**

**General Responsibilities**

All Employees Councillors and Volunteers are expected to take reasonable care of their own safety, including:

- Ensuring they are familiar with the Council's Health and Safety requirements and complying with these requirements.
- Reporting to the Parish Clerk incidents or issues that have led to, or could have led to, an accident.

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**Part 3: Arrangements for Health and Safety**

Risk Assessments:

The Parish Council will:

- undertake regular risk assessments and take action where required to address issues
- review risk assessments when working habits or conditions change
- undertake regular inspections of Council equipment and premises and take action where required to address issues
- review and update procedures as required as a result of actions identified by any risk assessments or inspection

Training:

The Parish Council will:

- give Staff, Councillors, Volunteers and Sub-Contractors Health and Safety induction and appropriate training when required
- provide personal protective equipment where necessary
- make sure suitable arrangements are in place for lone workers

Consultation:

The Parish Council will:

- consult with Staff, Councillors and Volunteers routinely regarding Health and Safety matters when they arise and formally review when the Council review Health and Safety