



# COLNEY HEATH PARISH COUNCIL

Alban Park Office  
 Windfall House, D1, The Courtyard  
 Alban Park, St Albans  
 Hertfordshire AL4 0LA  
 Tel: 01727 825314

Colney Heath Village Office  
 83 High Street  
 Colney Heath  
 Hertfordshire AL4 0NS  
 Email: [clerk@colneyheathparishcouncil.gov.uk](mailto:clerk@colneyheathparishcouncil.gov.uk)

## HEALTH AND SAFETY POLICY ARRANGEMENTS STATEMENT

1. This is the statement of general health and safety policy and arrangements for Colney Heath Parish Council.
2. Lisa Chaplin, the Clerk has overall and final responsibility for health and safety.
3. Lisa Chaplin, the Clerk has day-to-day responsibility for ensuring this policy is put into practice.

Statement of general policy	Responsibility	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.	Clerk	Relevant risk assessments completed and actions arising out of those assessments implemented.  Risk assessments reviewed when working habits or conditions change.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.	Clerk	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment.  The Council will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
Engage and consult with employees on day-to-day health and safety conditions.	Clerk	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Clerk	Escape routes well signed and kept clear at all times.  Evacuation plans are tested from time to time and updated as necessary.



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Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Clerk	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.
Provision of Health and safety law poster.	Clerk	Health and safety law poster is displayed at Village Office and Alban Park.
Provision of First Aid box	Clerk	The First-aid box is located at Village Office and Alban Park and will be maintained in accordance with all statutory requirements.
Provision of Accident Book and reporting of accidents and near misses	Clerk	The Accident Book is located at Alban Park.  Accidents, near misses and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).
Policy review	Clerk	The Council will review this policy and the arrangements in place to implement it if it might no longer be valid e.g. if working circumstances or statutory changes arise.

Signed:   
Lisa Chaplin  
Clerk  
On behalf of Colney Heath Parish Council

Date: 12/3/18

This Health and Safety Policy and Arrangements Statement was adopted by the Council on 1<sup>st</sup> March 2018.  
This policy will be reviewed in March 2019