

COLNEY HEATH PARISH COUNCIL

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HEALTH AND SAFETY POLICY ARRANGEMENTS STATEMENT 2024/25

1. This is the statement of general health and safety policy and arrangements for Colney Heath Parish Council.
2. The Parish Clerk has overall and final responsibility for health and safety.
3. The Parish 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 working remotely.
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 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
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 posters are displayed at Highfield Park Office
Provision of First Aid box	Clerk	The First-aid box is located at Highfield Office maintained in accordance with all statutory requirements.

Statement of general policy	Responsibility	Action/Arrangements
Provision of Accident Book and reporting of accidents and near misses	Clerk	The Accident Book is located at Highfield Park Office. Accidents, near misses and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) when required.
Policy review	Clerk	The Council will review this statement 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 Peters Clerk of the Council On behalf of Colney Heath Parish Council Date:		

This Health and Safety Policy and Arrangements Statement was adopted by Colney Heath Parish Council at the virtual Annual Parish Meeting held on 16th May 2024. This policy will be reviewed in May 2025.