



NOAK BRIDGE PARISH COUNCIL

HEALTH AND SAFETY POLICY

PROCEDURE

At Noak Bridge Parish Council, we want to ensure the wellbeing and safety of employees, councillors, residents and visitors to Parish Council meetings.

- At any meetings of the Parish Council, or arranged by the Council, evacuation in case of emergency and emergency meeting point to be brought to attention of all attending prior to commencement of the meeting by the Chairman.
- Council to be provided with a copy of the insurance of meeting venue or have sight of insurance policy at venues used for Council business.
- Council to be satisfied that adequate fire provisions/assessments have been followed at meeting venue.
- Council to be satisfied that access is available for able and less able bodied to attend and make use of public amenities.
- Risk assessment to be carried out on premises used by Parish Council and its employees.
- Annual check on the www.hse.gov.uk website for amendments – updates.
- Records maintained of any accidents/incidents whilst using premises.
- Accidents or near misses to be recorded at earliest opportunity by the Parish Clerk.

Risk Assessment

- The Parish Council to ensure safety including use of correct tools.
- Appropriate training is received.
- Personal protective equipment is provided.
- Risk assessment is undertaken for tasks.

Risk Assessment

- Annual review of employee's risk assessment at home.
- Annual review of Health and Safety Act.
- Annual review of insurance (including assets owned by the Parish Council).