

WROOT PARISH COUNCIL HEALTH AND SAFETY POLICY

1. Introduction

Wroot Parish Council is committed to ensuring the health, safety, and welfare of its employees, volunteers, and members of the public who may be affected by its activities. This policy outlines our commitment to health and safety and the measures we will take to ensure a safe working environment.

2. Responsibilities

- **Council Members:** The council members are responsible for ensuring that health and safety policies are implemented and maintained. They will provide the necessary resources and support to achieve this.
- **Employees and Volunteers:** All employees and volunteers have a duty to take care of their own health and safety and that of others who may be affected by their actions. They must comply with the council's health and safety policies and procedures.

3. Risk Assessment

We will conduct regular risk assessments to identify potential hazards and implement measures to control risks. These assessments will be reviewed annually or when there are significant changes to our activities.

4. Training and Information

We will provide appropriate training and information to ensure that employees and volunteers are aware of health and safety risks and know how to manage them. This includes induction training for new employees and ongoing training for existing staff.

5. Accident Reporting and Investigation

All accidents, incidents, and near misses must be reported to the council. We will investigate all incidents to identify the cause and prevent recurrence. Records of all incidents will be maintained.

6. Emergency Procedures

We will establish and maintain emergency procedures to ensure a swift and effective response to any health and safety incidents. This includes fire evacuation procedures and first aid arrangements.

7. Monitoring and Review

We will monitor our health and safety performance regularly and review this policy annually to ensure it remains effective and up to date. Any changes to legislation or best practices will be incorporated into the policy.

2025

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8. Communication

We will communicate this policy to all employees, volunteers, and relevant stakeholders and it will be published on the Parish Council website.

www.wrootparishcouncil.co.uk

Signed and Dated

 05/03/2025

J Alison McCardle

Clerk & RFO

Wroot Parish Council