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**HEALTH AND SAFETY POLICY**

Our Policy is to provide and maintain Safe and Healthy Working Conditions, Equipment and Safe systems of work for all our employees, and to provide such information, training and supervision as is required. We understand and accept our duties for the Health and Safety of other people who may be affected by our activities.

**RESPONSIBILITY STRUCTURE FOR THE COUNCIL'S HEALTH AND SAFETY**

It should be noted that all persons within an organisation have responsibilities for Health and Safety; the following are responsible for the overall implementation of the Council's Health and Safety Policy.

The overall and final responsibility for Health and Safety in the Council is that of:- Coleorton Parish Council; as the Employer

<b>THE FOLLOWING OFFICERS ARE RESPONSIBLE FOR SAFETY IN PARTICULAR AREAS</b>		
<b>CLERK</b>	<b>AREA</b>	<b>SPECIAL RESPONSIBILITY</b>
Ms. F. Palmer	All property owned by the Parish Council	None

All Employees have the responsibility to co-operate with supervisor and the Clerk to achieve a Healthy and Safe workplace and to take reasonable care of themselves and others. Whenever any employee notices a Health and Safety problem, which they are not able to rectify, they must immediately inform the appropriate person, named above. They must also inform a staff representative, if there is one.

Consultation between The Council and Employees is provided by: The Clerk

**THE HEATH AND SAFETY ARRANGEMENTS IN PLACE**

**TRAINING**

Will be provided where a need is established.

**ACCIDENT REPORTING**

All Employees will be made aware of the Policy in place. In the event of an accident or incident, it must always be reported to the Clerk and logged appropriately.

**FIRE \ EMERGENCY**

Procedures are displayed in the following areas: Village Hall – These procedures must be followed at all times.

FIRST AID Notices are displayed in the following areas: Village Hall.

ELECTRICAL EQUIPMENT Will be tested and serviced regularly.

RISK ASSESSMENTS Will be continuously carried out throughout the Council and measures to control Risk will be adopted as required. Information will be given to all who are affected by our activities in the form of Guidance Information. Monitoring will be carried out to ensure that a safe working environment is maintained.

SPECIFIC HAZARDS Have been identified in the following area: Village Hall. Control measures for these areas are provided to all that may be affected. These procedures must be followed at all times.

Signed Clerk to the Council ..... Date  
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Signed Chairman of the Council ..... Date  
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This policy was adopted by Coleorton Parish Council on: 9 March 2020 and reviewed March 2023.