

# Policy statement

## Part 1: Statement of intent

This is the health and safety policy statement of:

Kings Ripton Parish Council

Our health and safety policy is to:

Prevent accidents and cases of work-related ill health.  
Manage health and safety risks in the workplace.  
Ensure that the Parish Council's risk assessment register is regularly updated.  
When working from home, ensure that the Council's Homeworking Policy is current and revised when necessary, including:

Safe working environment  
Facilities and equipment  
Hours of work  
Potential conflicts of interest  
Data protection  
Visits to work premises  
Insurance, mortgage or rental agreements

Provide clear instructions, information and adequate training to ensure employees and Councillors are competent to carry out their work and decision making.  
Ensure regular checks of necessary Council assets are carried out, as required.  
Provide PPE where and when necessary.  
Implement emergency procedures, including evacuation in case of fire or other significant incident (during Council meetings or the Clerk's hours of work.)  
Consult with employees and Councillors on matters concerning health and safety.  
Review and revise this policy regularly.

**Signed**

**Date**

**Print name**

**Review date**

## Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

Kings Ripton Parish Council

2 Day-to-day responsibility for ensuring this policy is put into practice:

The Clerk

3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

General day-to-day health and safety - The Clerk  
Defibrillator checks - Mrs Martin on behalf of the PC.

4 All employees should:

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

## Part 3: Arrangements for health and safety

### *Risk assessment*

To complete relevant risk assessments and take action.  
To review risk assessments when working habits or conditions change.

### *Training*

Ensure that suitable arrangements are in place for employees working remotely.  
Ensure that appropriate training is given where necessary.

### *Consultation*

The Parish Council (Chairman / line management) will consult routinely with staff on health and safety matters as they arise and formally when this policy is reviewed.

### *Evacuation*

Evacuation protocol is to be assessed at the Parish Council's meeting venues - escape routes and plans relayed and confirmed to staff and all Council members.