

# Health and safety policy – Weston Colville Parish Council

Weston Colville Parish Council		Has overall and final responsibility for health and safety
Clerk to Weston Colville Parish Council		Has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of:	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Parish Clerk Volunteers Parish Councillors	Clerk and Volunteers/councillors to comply with Health and Safety policy and Risk Assessment Parish Clerk works from home Volunteers/councillors cut grass and provide their own equipment All incidents and accidents must be reported to the Parish Clerk
Provide clear instructions and information, and adequate training, to ensure employees/volunteers/councillors are competent to do their work	Parish Clerk Volunteers Parish Councillors	See Risk Assessment Volunteers/councillors must be fit and able and over the age of 18. Volunteers/councillors to report all incidents and accidents Volunteers/councillors to attend a yearly Health and Safety meeting Volunteers/councillors must read the Health and Safety Policy and Risk Assessment available on PC's website.
Engage and consult with volunteers/councillors on day-to-day health and safety conditions	Parish Clerk Volunteers Parish Councillors	Volunteers/councillors to email/phone Clerk regarding any Health and Safety Concerns. Health and Safety agenda item at Parish Council meetings. Volunteers/councillors to report all incidents and accidents
Implement emergency procedures	Parish Clerk Volunteers Parish Councillors	Call emergency services if required
Maintain safe and healthy working conditions	Parish Clerk Volunteers Parish Councillors	See Risk Assessment Health and Safety agenda item at Parish Council meetings. Volunteers/councillors to report all incidents and accidents Clerk and Volunteers/councillors to comply with Health and Safety policy and Risk Assessment
Equipment	Parish Clerk Volunteers/councillors Parish Councillors	No Chainsaws or Spraying Equipment Electrical mowers must have a Miniature Circuit Breaker
Signed: Jessica Ashbridge	Clerk to Weston Colville Parish Council	2 <sup>nd</sup> September 2019
Health and safety law poster is displayed at (location)	Noticeboard and Website	
First-aid box is located:	n/a as WCPC does not have offices	
Accident book is located:	13 The Green, Weston Colville, Cambridgeshire, CB21 5NT	