



SHOTGATE PARISH COUNCIL

HEALTH AND SAFETY POLICY

PROCEDURE

At Shotgate 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.

Risk Assessment

- The Parish Council to ensure correct tools are used for the job.
- 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 graffiti risk assessment.
- Annual review of insurance (including assets owned by Parish Council).

FORM FOR REPORTING INCIDENTS/ACCIDENTS AT PARISH COUNCIL VENUES

Date and time of incident/accident:

Location of incident/accident:

Full name of person(s) involved:

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Description of incident/accident:

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Action taken as a result – e.g. emergency services contacted and by whom:

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Conclusion – Outcome:

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