

HEALTH & SAFETY POLICY

HIGH ONGAR PARISH COUNCIL

This is the statement of general policy and arrangements for:	High Ongar Parish Council
Overall and final responsibility for health and safety is that of:	High Ongar Parish Council
Day to day responsibility for ensuring this policy is put into practice is delegated to:	Parish Clerk

Statement of General Policy	Action/Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Relevant risk assessments completed and actions arising out of those assessments implemented. Risk assessments reviewed every year, or earlier if working habits or conditions change. Any concerns raised are reported to the Chair of the Council for action to be agreed.
To provide adequate training to ensure employees are competent to do their work.	Clerk and Councillors given necessary health and safety information and training and provided with appropriate PPE as and when necessary.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Clerk routinely consulted on health and safety matters as they arise and when changes in legislation and practice occur. A formal consultation takes place at the annual appraisal.
To maintain safe and healthy working conditions, provide and maintain equipment and ensure safe storage of substances.	Clerk works at home and must ensure that the working environment is safe and hazard free. A workstation assessment is undertaken annually or when a change occurs. Risk assessments are in place for Lone Working and Driving for Parish Council business.

Signed by the Chair of High Ongar Parish Council	<i>Toby Acton</i>
Presiding at the Parish Council Meeting Dated	12 th June 2024

Reviewed Annually