

## **Health and Safety Policy**

### Introduction

Weston Colville Parish Council is a small Parish Council in South-East Cambridgeshire. It has one employee, the Parish Clerk, and seven elected Parish Councillors. Functions are carried out from individual's homes with the exception of formal and informal meetings which may be in the Reading Room or other local venues.

This policy is derived from the Health and Safety Executive's guidance.

The enactment and updating of the policy is undertaken through the function of the Parish Clerk overseen by the Council through the Chair and Vice-Chair.

The policy has been reviewed at the Parish Council meeting of the 13<sup>th</sup> May 2026.

## **Policy Statement**

### Part 1 - Statement of Intent

This is the Health and Safety Policy of Weston Colville Parish Council.

Our policy is to:

- Prevent accidents and cases of work-related illness
- Manage health and safety risks in the workplace
- Provide clear instructions and information, and adequate training, to ensure employees are competent to undertake their roles
- Provide personal protective equipment where necessary
- Consult with employees on matters affecting their health and safety
- Provide and maintain safe equipment
- Maintain safe and healthy working conditions
- Implement emergency procedures where appropriate
- Review and revise this policy regularly, at least bi-annually

Signed:

Review date 13<sup>th</sup> May 2026

### Part 2 - Responsibilities for Health and Safety

A Overall and final responsibility for Health and Safety:

Weston Colville Parish Council Chair

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

Weston Colville Parish Clerk

C To ensure health and safety standards are maintained/improved, the following people have responsibility in each of these areas:

Weston Colville Parish Council Chair – Safety, risk assessments, consulting employees, accidents, first aid and work-related ill health

Weston Colville Parish Clerk – Monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation, maintaining equipment unless specifically delegated, training

D All Councillors, employees and other partners should:

- Co-operate with supervisors and responsible individuals on health and safety matters
- Take reasonable care of their own health and safety and domestic work environment
- Report all health and safety concerns to the appropriate person

### Part 3 – Arrangements for health and safety

A Risk assessment:

- Weston Colville Parish Council will complete relevant risk assessments and take appropriate actions
- We will review risk assessments when working patterns or the context changes

B Training

- We will give staff, councillors and partners a health and safety induction and provide appropriate training
- We will provide personal protective equipment where necessary
- We will make suitable arrangements to support working remotely

C Consultation

- We will consult Councillors and employees routinely on health and safety matters and formally when the health and safety policy is reviewed.