

# Health and safety policy

<b>This is the statement of general policy and arrangements for:</b> <b>Thimbleby Parish Council</b>		
<b>Thimbleby Parish Council</b>		<b>has overall and final responsibility for health and safety</b>
<b>The Clerk of Thimbleby Parish Council</b>		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (What are you going to do?)</b>
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	The Clerk of Thimbleby Parish Council	Identifying risks and either reducing or removing them.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	The Clerk of Thimbleby Parish Council	Adopt safe working procedures. Complete risk assessments. Receive and provide training and instruction to reduce risk of injury and danger.
Engage and consult with employees on day-to-day health and safety conditions	The Clerk of Thimbleby Parish Council	Councillors and the Clerk to the Parish Council will review arrangements at meetings and appraisals and listen to feedback to ensure risks are minimised. Volunteers will receive instruction about the activities they are going to undertake.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	The Clerk of Thimbleby Parish Council	During the meetings Thimbleby Village Hall or other venues will have emergency exits that are not blocked. Mobile telephones will be used to call for assistance if necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	The Clerk of Thimbleby Parish Council	Councillors, employees and volunteers will work at home, at meeting venues, places in the parish and other locations where parish council activities are undertaken. Risk assessments will be undertaken for new activities. Training and instruction will be put into place where identified to ensure safe handling.

Signed: * (Employer)	Thimbleby Parish Council Minute 70/25	Date:	30/6/2025
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You should review your policy if you think it might no longer be valid, eg if circumstances change.  
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	
First-aid box is located:	
Accident book is located:	

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>  
To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

# Risk assessment

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down (a parish councillor counts as an employee).

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide

(<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: **Thimbleby Parish Council**

Date of risk assessment: **7/5/2025**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Councillors, staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways.		All councillors and employees.	From now on	xx/xx/xx  xx/xx/xx
Emergency exits	Employees, councillors, and visitors must be able to leave meeting venues immediately if exits are blocked.	Visual checks on arrival and during the meeting to ensure access to the exits is not blocked.	The Chair must be willing to raise this during meetings if any obstruction occurs.	Councillors, Chair of the Parish Council and the Clerk.	At start of and during any meetings in any venue.	
Temperature	Employees, councillors and visitors may be adversely affected if the temperature of venues is too cold.	Advise all to wear clothes appropriate to the season. Ensure that Thimbleby Village Hall is being warmed up prior to meeting start time.	Clerk to remind the Village Hall of the need to provide adequate heating.	Clerk, Councillors, Visitors	Prior to meetings and during meetings.	
						*Hint, tab here for new row*

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

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