



Cranbrook & Sissinghurst Parish Council

Health and Safety Policy Statement

Adopted by Cranbrook & Sissinghurst Parish Council on: 9th January 2024

Next Review Due: January 2027

1. Policy Statement

Cranbrook and Sissinghurst Parish Council is committed to ensuring the health, safety, and well-being of its employees (under the Health and Safety at work Act 1974), volunteers, members, and the public. This policy outlines our dedication to creating a safe working environment, preventing accidents, and complying with relevant health and safety legislation.

2. Responsibilities

2.1 Overall Responsibility

The Parish Clerk is designated as the overall responsible person for health and safety matters within the council.

2.2 Employee and Volunteer Responsibilities

All employees and volunteers are responsible for:

- Complying with health and safety policies and procedures.
- Reporting hazards, incidents, and near misses promptly.
- Participating in health and safety training programs.

3. Risk Assessment

- Regular risk assessments will be conducted to identify and evaluate potential hazards.
- Control measures will be implemented to mitigate identified risks.
- Risk assessments will be reviewed and updated as necessary.
- Risks to be documented in the 'Risk Assessment Management Policy.'

4. Emergency Procedures

- Emergency evacuation procedures, including assembly points, will be clearly communicated.
- First aid equipment will be accessible

5. Training and Information

- All employees and volunteers will receive adequate health and safety induction training.
- Ongoing training will be provided to address specific risks and tasks.
- Information regarding health and safety will be communicated effectively to all stakeholders.
- Training records will be kept

6. Personal Protective Equipment (PPE)

- PPE will be provided where necessary.
- Employees and volunteers must use provided PPE in accordance with training and instructions.

7. Reporting and Investigation of Incidents

- A system for reporting hazards, incidents, and near misses will be in place.
- Accident books will be provided in Vestry Hall kitchen and the parish office
- All incidents will be thoroughly investigated to determine root causes.
- Corrective actions will be implemented to prevent recurrence.

8. Communication

- Health and safety information will be prominently displayed.
- Updates will be communicated to all employees and Councillors.
- Suggestions for improvements to health and safety practices are encouraged.

9. Legal Compliance

- The council will stay informed about and comply with all relevant health and safety legislation.
- Regular reviews will be conducted to ensure ongoing compliance.

10. Review and Revision

- This policy will be reviewed and revised as necessary.
- Feedback from employees, volunteers, and stakeholders will be considered in the review process.

11. Implementation

This policy will be communicated to all employees, volunteers, and relevant stakeholders. The effectiveness of this policy relies on the commitment of everyone associated with Cranbrook and Sissinghurst Parish Council.