

Health and safety policy

This is the statement of general policy and arrangements for: **Navenby with Skinnand Parish Council**

Councillor Mike Burt (Chair of Parish Council) has overall and final responsibility for health and safety

Mr Andrew Callander (Parish Clerk) has day-to-day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Parish Clerk	<p>Conduct thorough risk assessments to identify potential hazards in the workplace, by evaluating tasks, equipment, and environmental factors that could pose threats to health or safety.</p> <p>Promote personal hygiene and proper sanitation practices to prevent the spread of illnesses and maintain a clean working environment.</p> <p>Implement clear signage to indicate hazards and provide necessary safety equipment to employees.</p>
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Parish Clerk	<p>Provide councillors, employees, contractors, and volunteers with training sessions to educate them about potential hazards, safe working practices, and how to use equipment safely.</p> <p>Provide regular workshops to ensure that all staff are well-prepared to manage risks.</p> <p>Provide regular training sessions on health and safety practices, including first aid and emergency response.</p>
Engage and consult with employees on day-to-day health and safety conditions	Parish Clerk	<p>Implement procedures for reporting accidents, near misses, or hazardous situations. Encourage employees to report incidents promptly to help mitigate risks and improve safety measures.</p> <p>Offer resources or programmes that support employees' mental and physical health, such as access to counseling services, wellness programmes, or flexible work arrangements.</p> <p>Regularly review health and safety policies to ensure they are effective and up-to-date and make necessary adjustments based on feedback and incidents.</p>
Implement emergency procedures – evacuation in case of fire or another significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Parish Clerk	Establish clear guidelines for emergencies, such as fire, accidents, or natural disasters including evacuation plans, assembly points, and emergency contact information to ensure a swift response.
Maintain safe and healthy working conditions, provide and maintain plant, equipment, and machinery, and ensure safe storage/use of substances	Parish Clerk	<p>Conduct regular checks of equipment, machinery, and facilities to ensure they meet safety standards.</p> <p>Schedule maintenance to address any faults or potential dangers.</p> <p>Outline policies for the use of necessary PPE, such as helmets, gloves, goggles, or masks, to ensure employee safety during specific tasks.</p>

Signed: * (Employer)

M J BURT (Chair of Parish Council)

Date:

4 November 2025

You should review your policy if you think it might no longer be valid, eg if circumstances change.

Risk assessment

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

Accidents and ill health at work must be reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

Company name: Navenby with Skinnand Parish Council

Date of risk assessment: 4 November 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	Staff and visitors may be injured if they trip over objects or slip on spillages.	<ol style="list-style-type: none"> General good housekeeping is conducted. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. 	Better housekeeping in staff kitchen and storeroom needed.	All staff, clerk to monitor.	From now on 4/11/2025	4/11/2025
Manual handling of paper, office equipment	Staff risk injuries or back pain from handling heavy/bulky objects, eg deliveries of paper.	<ol style="list-style-type: none"> Trolley used to transport boxes of paper and other heavy items when collecting deliveries. High shelves for light objects only. 	Remind staff that they should not try to lift objects that look or appear too heavy to manage.	All staff, clerk to monitor.	4/11/2025	4/11/2025
Display screen equipment	Staff risk posture problems and pain, discomfort, or injuries, eg to their hands/arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor.	<ol style="list-style-type: none"> DSE training and assessments of workstations conducted by all new starters. Reassessment to be conducted at any change to work feature, eg equipment, furniture, or the work environment such as lighting. Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. Shared workstations are assessed for all users. Work planned to include regular breaks or change of activity. Lighting and temperature suitably controlled. Adjustable blinds at window to control natural light on screen. 	<ol style="list-style-type: none"> Supervisors to monitor to ensure staff continue to get breaks away from the computer. Check that identified actions from self-assessments are followed up. Tell staff that they are to inform their manager of any pain they have that may be linked to computer use. Remind laptop users to conduct regular DSE assessments to avoid problems and identify any issues. 	All staff, clerk to monitor.	4/11/2025	4/11/2025

		<ul style="list-style-type: none"> 8. Noise levels controlled. 9. Eye tests provided when needed. 10. Laptop users trained to conduct own DSE assessment for use away from office. 11. When used at office, laptop should be used with docking station, screen, keyboard, and mouse. 				
Working at height Filing on top shelves, putting up decorations	Falls from any height can cause bruising and fractures.	<ul style="list-style-type: none"> 1. Ensure staff use step ladder to file on top shelves, put up decorations. 2. Ensure contractors and volunteers use stepladders when working at height. 	Ensure staff, contractors and volunteers are shown how to use stepladders safely.	All staff, clerk to monitor.	4/11/2025	4/11/2025
Stress	All staff could be affected by factors such as lack of job control, bullying, and not knowing their role.	<ul style="list-style-type: none"> 1. Staff understand what their duties and responsibilities are. 2. Staff can talk to supervisors if they are feeling unwell or ill at ease about things at work. 3. No bullying policy. 	Remind staff they can speak confidentially to their supervisor if they are feeling unwell or ill at ease because of work.	All staff, clerk to monitor.	4/11/2025	4/11/2025
Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	<ul style="list-style-type: none"> 1. Staff trained to spot and report any defective plugs, discoloured sockets, or damaged cable/equipment. 2. Defective equipment taken out of use safely and promptly replaced. 3. Staff told not to bring in their own appliances, toasters, fans. 	<ul style="list-style-type: none"> 1. Confirm with landlord (NPFA) when next electrical installation safety check is due. 2. Confirm system for making safe any damage to building installation electrics eg broken light switches or sockets. 	All staff, clerk to monitor.	4/11/2025	4/11/2025
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/ burns.	Collaborating with landlord, ensure fire risk assessment kept up to date.	Ensure actions identified as necessary by fire risk assessment are completed.	All staff, clerk to monitor.	4/11/2025	4/11/2025
Lone Working	Staff could suffer injury or ill health while out of office eg visiting play parks or cemetery, or while working alone in the office.	<ul style="list-style-type: none"> 1. Staff write visit details in office diary and leave a contact number. 2. Staff not returning to office after visit call in to report this. 3. Staff check all areas, including toilets, before locking up at night. 	Whereabouts of staff 'out of office' to be monitored by office-based staff.	All staff, clerk to monitor.	4/11/2025	4/11/2025