

Health and safety policy

This is the statement of general policy and arrangements for:		Churchill Parish Council
The Parish Council		has overall and final responsibility for health and safety
Aleana Baird, Clerk to the Council		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	Aleana Baird, Clerk to the Council	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Aleana Baird, Clerk to the Council	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remotely.
Engage and consult with employees on day-to-day health and safety conditions	Aleana Baird, Clerk to the Council	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings i.e. during staff appraisals or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Aleana Baird, Clerk to the Council	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. Fire Risk Assessment and Fire Safety Equipment responsibilities are in conjunction with the Clubs using the building.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Aleana Baird, Clerk to the Council	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Signed: * (Employer)		Date:	11 th January 2016
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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	Not applicable – only 2 employees who do not work from the same premises.
First-aid boxes are located:	28 Somerville Road, Community Club & Parish Orderly vehicle.

Accident book is located:

28, Somerville Road, Sandford, Winscombe BS25 5RR.

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

Chairman of Churchill Parish Council

Date