

# Health and safety policy

**This is the statement of general policy and arrangements for:** **SUTTON-IN-CRAVEN PARISH COUNCIL**

**SUTTON-IN-CRAVEN PARISH COUNCIL**

**has overall and final responsibility for health and safety**

**DENISE EMMOTT - CLERK**

**has day-to-day responsibility for ensuring this policy is put into practice**

<b>Statement of general policy</b>	<b>Responsibility of:</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	<b>Sutton Parish Council Clerk</b>	The Parish Council take reasonable steps to ensure that it complies with the law, on Health, Safety and Welfare and any relevant regulations, Approved codes of Practice and Guidance. It will provide resources to ensure the safety of its employees and others affected by its work.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	<b>Sutton Parish Council Clerk</b>	Council and Clerk: Provides all employees with information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers. All staff receive a copy of:- Health & Safety handbook, Policies and Risk Assessments. Documents available to view on Parish Council website
Engage and consult with employees on day-to-day health and safety conditions	<b>Clerk</b>	All councilors, employees, contractors and volunteers have a duty to take reasonable care of their own health and safety and that of any persons who may be affected by their acts or omissions. Involve and consult by individual conversations, notice boards, internal publications, staff meetings, display the 'Health and Safety Law – What You Need to Know' poster in a prominent position. Staff informed to report any Health & Safety concerns. Any incidents to be reported in the Accident Book provided in the Pavilion.
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>	<b>Clerk</b>	All staff to be provided with a copy of the Councils Fire Evacuation Procedures. Copies displayed in the Pavilion along with the Pavilion Fire Risk Assessment. Health & Safety Handbook. Fire Drill – Once a year.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	<b>Sutton Parish Council Clerk Park Keeper Daily Pavilion Manager.</b>	Parish Council and clerk to monitor policies and procedures. Respective staff to carry out risk assessments as required. Park Keeper to inform Clerk of any problems with machinery. To make arrangements for Tractor and other machinery to be serviced as required. To ensure safe storage of machinery and any dangerous substances. To wear the necessary protective clothing required for the jobs in hand. Pavilion Manager to inform the Clerk of any defaults in equipment, incidents and ensure safe storage/use of substances.

Signed: \* (Employer)

Clerk

Date:

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

Health and safety law poster is displayed at (location)	PAVILION KITCHEN DOOR
First-aid box is located:	PAVILION - KITCHEN
Accident book is located:	PAVILION – FIRST AID BOX - KITCHEN

If you have fewer than five employees, you don't have to write down your policy.

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>

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

