

BRADWELL PARISH COUNCIL



POLICY	Health and Safety
VERSION	1.0
LAST REVIEWED	02 February 2021

This is the statement of general policy and arrangements for:

Chair of Administration Committee has overall and final responsibility for health and safety

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	Chair	Undertake risk assessment of office.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Chair	Discuss siting and use of screens and office equipment.
Engage and consult with employees on day-to-day health and safety conditions	Clerk	Discussion
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	Clerk	Discuss with Clerk.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Clerk	Chair

Signed: * (Employer)		Date:	
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You should review your policy if you think it might no longer be valid, e.g., if circumstances change.
If you have fewer than five employees, you do not have to write down your policy.

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

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>
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