

Health and safety policy

This is the statement of general policy and arrangements for: NORTH SCARLE PARISH COUNCIL (employees and volunteers)		
The Parish Council has overall and final responsibility for health and safety		
The 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	Instigate risk assessments and ensure employees report any concerns.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Parish Clerk	Instigate risk assessments and ensure employees report any concerns.
Engage and consult with employees on day-to-day health and safety conditions	Parish Clerk	Instigate risk assessments and ensure employees report any concerns.
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	Parish Clerk	Instigate fire risk assessment and ensure sufficient fire extinguishing equipment is available.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Parish Clerk	Instigate risk assessment and check conditions.

Signed: * (Employer) North Scarle Parish Council	<i>North Scarle Parish Council</i>	Date:	8 March 2023
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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 (location)	Clerk's place of work
First-aid box is located:	With lawn mower storage
Accident book is located:	With Parish Clerk

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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