

**Brewood and Coven Parish Council
with Bishop's Wood and Coven Heath**

This is the statement of general policy and arrangements for:


Brewood & Coven Parish Council

Maggie Birtles - Clerk

has overall and final responsibility for health and safety

Gemma Jones – Assistant 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	Maggie Birtles - Clerk	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	Maggie Birtles - Clerk	Staff and volunteers given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness, electrical safety, fire risk and lone working) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main parish council site.
Engage and consult with employees on day-to-day health and safety conditions	All staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings 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	Maggie Birtles – Clerk Gemma Jones – Assistant Clerk	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	All staff	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 JUNE 2019

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)	General office
First-aid box is located:	Kitchen
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>
 Combined risk assessment and policy template published by the Health and Safety Executive 08/14