

ASHTON HAYES & HORTON-CUM-PEEL GENERAL HEALTH & SAFETY POLICY

Health & Safety is taken seriously by the Parish Council and whilst it has responsibility for all those engaged in its activities, it also recognizes that it is the responsibility of each individual's to act in a safe and considerate manner.

Parish Council members have overall and final responsibility for health and safety

The nominated Parish Council Health & Safety Lead has day-to-day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	<ul style="list-style-type: none"> • Head & Safety Lead 	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	<ul style="list-style-type: none"> • Parish Clerk • Chair 	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
Prevent accidents to volunteers helping on working groups	<ul style="list-style-type: none"> • Working Group organiser 	Carry out risk assessments appropriate to the work to be undertaken and subsequently brief all involved on the risks identified, the measures to be followed to mitigate the risks and what to do in the event of an incident
Engage and consult with employees on day-to-day health and safety conditions	<ul style="list-style-type: none"> • Parish Clerk • Chair 	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular performance review meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident.	<ul style="list-style-type: none"> • Parish Room Caretaker • Organiser of current activity 	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 equipment and machinery, and ensure safe storage/use of substances	<ul style="list-style-type: none"> • Parish Room Caretaker 	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and for ensuring that action is promptly taken to address any defects.

Signed: on behalf of Parish Council	Jane Colville	Date: 11th March 2019
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Health and safety law poster is displayed at	Parish Rooms entrance noticeboard
This Policy document	Regularly reviewed and agreed by Parish Council. Displayed on Parish Room noticeboard
First-aid box is located:	In Parish Rooms kitchen area
Accident book is located:	In Parish Rooms kitchen area with First Aid box

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

<http://www.hse.gov.uk/riddor>