

# Health and safety policy

<b>This is the statement of general policy and arrangements for:</b>		<b>St Paul Malmesbury Without Parish Council</b>	(Name of company)
<b>Roger Budgen</b> (Name of Employer/Senior manager)		<b>has overall and final responsibility for health and safety</b>	
<b>Susan Mellowes</b>		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>	
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</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	Roger Budgen/Chair	Issue policy and risk assessment and ensure all Cllrs and Clerk are aware of it. Respond to recommendations from Personnel Committee.	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Deborah Clogg and David Briggs/Personnel Committee	Work with the Clerk to identify and implement any essential training needs from her job description	
Engage and consult with employees on day-to-day health and safety conditions	Deborah Clogg and David Briggs/Personnel Committee	Facilitate communication with the Clerk so that she can identify and address any issues	
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>	Clerk	Clerk's home is used for work only 6 hours a week. No additional procedures required here. Clerk to take responsibility for marshalling Cllrs and visitors from the Corston and Rodbourne Reading Room in any emergency there during Council meetings. Process to be developed with the personnel committee in line with the procedures set by the Reading Room Trustees for hall hirers. (March 2020 > no in person meetings being held)	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Clerk	Clerk's home should be adequately set up for 6 hours a week parish clerk duties. Any issues identified by the Clerk should be raised immediately with a member of the personnel committee	

Signed: * (Employer)		Date:	
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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)	N/A
First-aid box is located:	N/A

# Risk assessment

Accident book is located:

N/A

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

**All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.**

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide

(<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

**Company name:** St Paul Malmesbury Without Parish Council

**Date of risk assessment:**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Cllrs, Clerk and visitors may be injured if they trip over objects or slip on spillages in Corston and Rodbourne Reading Room during Council run activities. (March 2020 > no in-person meetings being held)	General good housekeeping is carried out. All areas well lit. No trailing leads or cables. Drinks are not normally made/consumed at council meetings.	Advise Cllrs and Clerk to store bags safely during meetings to avoid trips.	Clerk and Personnel Committee members	From 26.10.16 Parish Council meeting	ongoing
Back, foot or hand injuries	Cllrs and Clerk when moving tables and chairs for Council run activities in the Reading Room. (March 2020 > no in-person meetings being held)	Advising people not to carry too many chairs, and for two people to carry tables between them.	Remind of this advice regularly	Clerk and Personnel Committee members	From 26.10.16 Parish Council meeting	ongoing
Eye and back strain	Clerk - through awkward work station arrangements or poor lighting	Clerk only works 6 hours a week and not all of this is computer work. Advised to report any problems and discuss any possible support needed.	Personnel Committee and Clerk to keep dialogue open about this.	Clerk and Personnel Committee members	At Clerk appointment	ongoing

