

Health and Safety Policy

This is the statement of general policy and arrangements for: Hatfield Peverel Parish Council		
Mark Weale – Chairman has overall and final responsibility for health and safety		
Sarah Gaeta – 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	Mark Weale - Chairman	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	Charley Dervish – Vice Chairman Sarah Gaeta – Parish Clerk	Staff and contractors given necessary health and safety induction and provided with appropriate training and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees/contractors engaged in work in the parish.
Engage and consult with employees on day-to-day health and safety conditions	Charley Dervish – Vice Chairman Sarah Gaeta – Parish Clerk	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	Mark Weale - Chairman	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 correct equipment.	Mark Weale - Chairman	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:	
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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)	Parish Council Office
First-aid box is located:	Parish Council Office
Accident book is located:	Parish Council Office