

# Health and safety policy

This is the statement of general policy and arrangements for:		<input type="checkbox"/> <b>Terrington with Wiganthorpe and Ganthorpe Parish Council</b>	
<b>Bill Winning ( Chairman)</b>		<b>has overall and final responsibility for health and safety</b>	
<b>Bill Winning ( Chairman)</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	Bill Winning/ Chairman	Remain aware of activities undertaken by the Council or on it's behalf and take any necessary steps to ensure good practice is followed.	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Bill Winning/ Chairman	The only employee is the Clerk who is provided with a detailed job description and the opportunity to undertake professional development work as appropriate.	
Engage and consult with employees on day-to-day health and safety conditions	Bill Winning/ Chairman	Regular workload and performance reviews are held with the clerk to ensure any problems are identified at an early stage.	
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>	Bill Winning/ Chairman	Fire exits are checked before Council meetings. The Council has no premises of it's own, other than a small little used Sexton's hut.	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Bill Winning/ Chairman	The Council owns no machinery and only a few implements, which are checked for functionality and safety at regular intervals.	
Signed: * (Employer)	N/A	Date:	26/07/2021

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)	Not applicable
First-aid box is located:	Not applicable.
Accident book is located:	Via Parish Council Chairman.

# Risk assessment

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:** Terrington with Wiganthorpe and Ganthorpe Parish Council

**Date of risk assessment:** 26 July 2021

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
-----------------------	------------------------------	-----------------------------	---	----------------	-----------------	------

Terrington Parish Council has fewer than five employees and therefore no written statement is being provided for the reason below.

**Fewer than five employees, therefore no written statement required.**

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14