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| **This is the statement of general policy and arrangements for:** | | **Glapwell Parish Council** | |
| **The Parish Clerk has overall and final responsibility for health and safety** | | | |
| **The Parish Clerk, supported by the Centre Manager and assistant Centre Manager, has day-to-day responsibility for ensuring this policy is put into practice**  **Cllr Craig Lee to also provide support** | | | |
| **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 | **Parish Clerk and all staff** | | Parish Clerk to ensure that all significant risks are properly assessed, that all staff are fully aware of and understand all relevant risk assessments and are committed to complying with all safety control measures and safe working methods |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | **Parish Clerk**  Cllr Craig Lee | | All staff will receive relevant health and safety information on induction, when changes to working arrangements are implemented and at routine meetings with line managers. All staff to be involved with the production and review of risk assessments. |
| Engage and consult with employees on day-to-day health and safety conditions | **Parish Clerk**  **Cllr Craig Lee** | | Regular, routine task and health & safety briefings take place as necessary. Risk assessments are reviewed as required. Staff have an opportunity to raise health and safety concerns at any time and through formal procedures. |
| 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 | **Parish Clerk and all staff**  **Cllr Craig Lee** | | Emergency evacuation drill is conducted at Council Offices at least once a year. Staff and other room users/tenants have an opportunity to practice emergency evacuation and be aware of procedures. |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances | | **Parish Clerk and all staff**  **Cllr Craig Lee** | |
| Signed: D Greatorex (Parish Clerk) D Greatorex Date: 15th May 2025 | | **Policy adopted June 2020.**  **Reviewed and updated 15th May 2025. Minute Number 187/25 c) xix Next review May 2026.** | |
| H & S law poster is displayed in Centre Manager’s Office  First aid box is located in Centre Manager’s Office | |  | |