


Health and safety policy

This is the statement of general policy and arrangements for: Wirksworth Town Council			
The Town Clerk has overall and final responsibility for health and safety			
The Town Clerk, supported by the Caretakers and assistant 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	Town Clerk and all staff	Town 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	Town Clerk	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	Town Clerk	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	Town Clerk	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	Town Clerk and all staff		
Signed: 	Town Clerk	Date:	27/02/18

This Policy will be reviewed no later than 31st March 2019

Health and safety law poster is displayed at (location)	Clerks Office, Town Hall
First-aid box is located:	Clerks Office (downstairs) & Kitchen (upstairs)
Accident book is located:	Clerks Office