

# Health and safety policy

**Health and Safety**  
 Policy Document BTC/005/H&S  
 Dated: January 2016  
 Status: Adopted  
 Last Reviewed: May 2016

<b>This is the statement of general policy and arrangements for:</b> <u>Bewdley Town Council</u>		
<b>Nick Farress, Town Clerk</b> <b>has overall and final responsibility for health and safety</b>		
<b>Nick Farress, Town Clerk</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	Nick Farress Town Clerk Barbara Byng Assistant Town Clerk	Carry out risk assessments for each activity and review them annually. Respond to any reported risks as soon as possible. Incident report form available for staff to record incidents, and a follow up procedure is in place.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Nick Farress Town Clerk	Respond to identified training needs through annual appraisal system New employees given induction which includes H&S responsibilities relevant to the role Personal protective equipment issued where necessary.
Engage and consult with employees on day-to-day health and safety conditions	Nick Farress Town Clerk	Staff are consulted on any changes to H&S policy or working procedures before adoption.
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>	Nick Farress Town Clerk Barbara Byng Assistant Town Clerk	Alarms tested weekly by landlord. Exits clearly marked and routes kept free of obstructions. All staff are responsible for general housekeeping.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Nick Farress Town Clerk Barbara Byng Assistant Town Clerk	Weekly check carried out of work areas and any issues identified and dealt with. Reporting process in place to allow incidents/issues to be followed up. Toilets, washing facilities and drinking water provided

Signed: N Farress	Nick Farress, Town Clerk	Date:	10/12/15
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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)	Office noticeboard
First-aid box is located:	Kitchen area Load Street public toilets – cleaners cupboard
Accident book is located:	Office (on bookcase near door)