



This is the statement of general policy and arrangements for:

Brizlincote Parish Council

Overall and final responsibility for health and safety is that of:

Brizlincote Parish Council

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Clerk/Councillors

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities/events	Staffing committee/clerk/chairman	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work.	Staffing committee	Staff are provided with the necessary health and safety training.
To engage and consult with employees as required on health and safety conditions and provide advice and supervision on occupational health.	Staffing committee	Staff routinely consulted on health and safety matters as they arise.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Clerk/Councillors	Escape routes well signed and kept clear at all times. Note: this procedure is for hired venues.
To maintain safe and healthy working conditions, and ensure safe storage of items use of substances.	Clerk/Councillors	System in place for routine inspections as required and for ensuring that action is promptly taken to address any defects. Staff and councillors trained as appropriate.

Subject to review, monitoring and revision by:	Parish council at AGM	Every:	12	months or sooner if work activity changes
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Employers with five or more employees must have a written health and safety policy and risk assessment. For further information and to view our example risk assessments, see www.hse.gov.uk/risk.