

# Health & Safety Policy

**This is the statement of general policy and arrangements for Compton Bishop Parish Council**

Compton Bishop Parish Council has overall and final responsibility for health and safety

Sally Diaz, Parish 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**

Sally Diaz, Parish Clerk

Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed quarterly or when working habits or conditions change).

**Engage and consult with employees on day-to-day health and safety conditions**

Sally Diaz, Parish Clerk

Staff are routinely consulted on health and safety matters as they arise but also formally consulted at annual appraisal meetings, or sooner if required. External contractors carry public liability insurance.

**Maintain safe and healthy working conditions, provide and maintain equipment.**

Sally Diaz, Parish Clerk

Clerk's home office has toilets, washing facilities and drinking water provided. It carries appropriate home insurance and is equipped with fire extinguishers.

**Signed (PPC Chairman):**

**T Mason**

**Date:**

**5.05.2021**

This policy will be reviewed if it is no longer be valid, such as if circumstances change. PPC chooses to have a written policy despite having fewer than five employees. Risk assessments are carried out and are checked quarterly or sooner as required.

**Health and safety law poster is displayed:**

Hard copy given to staff 10/06/2020, along with a copy of this policy.

**First-aid box is located:**

Clerk's office

**Accident book is located:**

Clerk's office

