

# COWES TOWN COUNCIL HEALTH & SAFETY GENERAL POLICY GUIDELINES

**This is the statement of general policy and arrangements for:**

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

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

<b>Cowes Town Council</b>
<b>Clerk to the Council</b>
<b>Clerk to the Council</b>

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF:	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.	Clerk to the Council	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.	Clerk to the Council	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Chairman & Clerk to the Council	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Clerk to the Council	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. (You can find help with your fire risk assessment at <a href="http://www.communities.gov.uk/firesafety">www.communities.gov.uk/firesafety</a> .)
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Clerk to the Council	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances. (See <a href="http://www.coshh-essentials.org.uk">www.coshh-essentials.org.uk</a> .)

Health and safety poster is displayed:	At Town Council office			
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) <a href="http://www.hse.gov.uk/riddor">www.hse.gov.uk/riddor</a> Tel: 0845 300 9923	At Town Council office on the shelf by the main door.			
Signed: (On behalf of Employer)	<i>D. Faulkner</i>	Date:	May 2015	
Subject to review, monitoring and revision by:	Clerk to the Council	Every	12	months or sooner if work activity changes

Employers with five or more employees must have a written health and safety policy and risk assessment. For further information see [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk).