

Health and safety policy

This is the statement of general policy and arrangements for:		Steypning Parish Council	
Clerk to Steypning Parish Council	John Fullbrook	has overall and final responsibility for health and safety	
Clerk to Steypning Parish Council	John Fullbrook	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 (physical and mental) by managing the health and safety risks in the workplace	John Fullbrook and Hazel Roxby		
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	John Fullbrook and Hazel Roxby		
Engage and consult with employees on day-to-day health and safety conditions	John Fullbrook and Hazel Roxby		
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	John Fullbrook and Hazel Roxby		
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	John Fullbrook		
Signed: * (Employer)	John Fullbrook	Date:	21.01.2019 Updated annually see date below

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)	Deputy Clerk and enquiries office
First-aid box is located:	Deputy Clerk and enquiries office
Accident book is located:	Deputy Clerk and enquiries office

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees, you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Steyping Parish Council

Date of risk assessment: updated annually in January, last done 2022

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips, Trips and Falls Interior	Staff and Users of the Steyping Centre and members of the public may be injured if they trip over objects or slip-on wet floors or spillages.	- We carry out general good housekeeping throughout the building. - Corridor and Foyer and committee rooms are carpeted - There are no trip hazards left in walkways. - Deliveries are stored away promptly. - There are no trailing leads or cables in corridor or foyer. - Cables and leads being used in halls and committee rooms during events e.g. for projectors, laptops, extension leads, cinema equipment and microphones are to be secured by rubber floor cable covers and hazard warning tape. - Door mat at main entrance is rubber back to prevent movement on carpet and is flat to prevent trips.	- Ensure there is no wear and tear issues with carpets - Ensure mat is always lying flat	- Caretakers and Staff - Caretakers and Staff - Caretakers and staff - Caretakers - Caretakers - Caretakers, Staff and users of rooms under supervision - Caretakers and Staff	- Daily - Daily - Daily - As soon as delivery arrives daily - At all times that rooms are in use - Daily	

Slips, trips and falls Interior	Staff and Users of the Steyning Centre and members of the public may be injured if they trip over objects or slip-on wet floors or spillages.	▪ Metal carpet strips in doorways ▪ Non carpeted floors are slippery when wet. ▪ Good lighting is always used in all areas	▪ Ensure they are secured to the floor and there are no loose screws ▪ Ensure use of wet floor warning notices when washing the floors or spillage occurs. Dry floors with a dry mop if users are in the area of the wet floor.	▪ Caretakers and staff ▪ Caretakers and staff ▪ Caretakers and Staff	▪ Daily ▪ When required ▪ At all times in occupied rooms or when cleaning is carried out	
Slips, trips and falls Exterior	Staff and users of the Steyning Centre and members of the public may be injured if the trip or slip on uneven or wet surfaces	▪ The main entrance and paths areas around the Steyning Centre are regularly swept to ensure they are free from leaves, litter and debris from trees. ▪ Grit is put on entrances and paths in frosty and icy weather. ▪ There are no potholes or lifting paving slabs ▪ Good lighting is used in all areas once daylight has gone	▪ Ensure there is a supply of grit ▪ Inspect surfaces regularly ▪ Lighting comes on automatically at dawn and dusk	▪ Caretakers ▪ Caretakers and office staff ▪ Caretakers ▪ Ensure timers are correctly set	▪ When required ▪ When required ▪ Weekly • Monthly	
Working at height Changing lightbulbs Putting up decorations Painting & Decorating	Staff and caretakers working at height could suffer injuries if they fall	▪ Appropriate, commercial ladders are available for caretakers and stored in cupboards for staff access ▪ Users are asked to contact staff or caretaker if they require for ladders to be used. ▪ Ladders are not used unless there are others present in the building	▪ Caretakers are supplied with HSE Working at Height Guidance, HSE Safe use of ladders and stepladders	▪ Clerk or Deputy Clerk ▪ Staff and Caretakers ▪ Caretakers	▪ When employment commences ▪ When necessary	

Hazardous Substances Cleaning products	The cleaner and caretakers maybe at risk of injury from unsafe use or storage of chemicals	▪ Caretakers and cleaner have access to the COSH guidance which is in the staff office. ▪ Chemicals are stored in a locked cupboard. ▪ Flammable substances and paint are stored in the outside store. ▪ Rubber gloves and protective clothing are issued	▪ Guidance is kept up to date ▪ Keys are kept in the office key cupboard ▪ Keys are kept in the office key cupboard ▪ Ensure equipment is kept in stock	▪ Office staff ▪ Office Staff	▪ when new products are purchased ▪ Order When required	
Electrical equipment	Staff, caretakers and Users can be at risk if using faulty equipment or from faulty wiring	▪ Annual PAT testing and electricity testing is carried out by an approved electrician ▪ All repairs are carried out by an approved electrician ▪ Failed or broken items disposed of safely are replaced immediately	▪ Test is carried in August each year ▪ Electrician is called when repairs are required ▪ Correct disposal is carried out	▪ Office staff book an Electrician ▪ Office staff book an Electrician ▪ Staff or caretakers	▪ Annually ▪ When required ▪ When necessary	
Stored equipment Tables and Chairs for room use	Staff and caretakers can be at risk of injury if items are not stacked correctly	▪ Caretakers and staff are shown how to stack tables and chairs correctly so that they do not fall ▪ Users of the halls are requested to ask caretakers or staff if they require tables and chairs	▪ New employees given training when they start the job ▪ All cupboards, if not locked, have notices on the doors to request that users ask the caretaker to get the equipment out for them	▪ Experienced caretaker ▪ Ensure notices are in place and replace if not	▪ When new staff are employed ▪ When required	
Manual Handling	Staff and caretakers are at risk of injury from handling heavy or awkward items	▪ Trolleys are available to move heavy and awkward items. Caretakers are aware where these are kept ▪ Ensure not to lift heavy items alone	▪ Ensure trolleys are returned to the correct storage place when used	▪ Staff or caretaker	▪ Whenever used	
Fire	Staff, caretakers and users of the Steyning Centre, if trapped could suffer from smoke inhalation or burns	• A separate fire risk assessment has been done	• Ensure the actions identified as necessary by the fire risk assessment are done	• Staff and caretakers	• Annually	