

Old St. Mellons Community Council Health and Safety Policy

This is the statement of general policy and arrangements for: Old St Mellons Village Hall		
Cllr Rosemary James MBE has overall and final responsibility for health and safety		
Neried Evelyn-Gauci, Clerk has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of:	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.	Cllr Derek Stroud, Fire Officer	Carry out annual risk assessments in the workplace
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.	Cllr Derek Stroud, Fire Officer	To carry out training to all new employees prior to commencement of work
Engage and consult with employees on day-to-day health and safety conditions.	Cllr Derek Stroud, Fire Officer	To be informed immediately of any H&S issues
Implement emergency procedures – evacuation in case of fire or other significant incident.	Cllr Derek Stroud, Fire Officer	To make aware to all hirers the fire exists
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Cllr Derek Stroud, Fire Officer	To arrange for any repair to be promptly carried out

Signed:		Date:	4 th March 2020
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This Health and Safety Policy should be reviewed if it may no longer be valid (e.g. following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities).

Health and safety law poster is displayed at:	Main hall notice board
First-aid box is located:	Office
The Accident book is located:	Kitchen, in the top cupboard by the door