

# RISK ASSESSMENT - Health and safety policy

## This is the statement of general policy and arrangements for

Knabesborough Town Council

All members of the council and members of staff

**Are responsible for health and safety**

The Clerk **has day-to-day responsibility for ensuring the 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  
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work  
Engage and consult with employees on day-to-day health and safety conditions  
Implement emergency procedures – evacuation in case of fire or other significant incident.

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Encourage Health & Safety awareness in the work place is followed.  
Appraisals and follow up meetings to ensure training needs are met  
Ensure risks are kept at a minimum  
Fire practices carried out by Harrogate Borough Council.  
Emergency procedures for Fire printed on every agenda and notice boards in Knabesborough House.  
Responsibility for ensuring health and safety of all members of staff, council and public

Signed: \* (on behalf of Employer)

Date:

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)

KTC offices

First-aid box is located:

KTC offices

Accident book is located:

KTC offices

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.

**Company name: KNARESBOROUGH TOWN COUNCIL**

**Date of risk assessment: - Review 2020**

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 and trips	Staff and visitors may be injured if they trip over objects, or slip on spillages.	General housekeeping is carried out. All areas well lit, including stairs No trailing leads or cables. Staff keep work areas clear Ensure deliveries stored away from access	Encourage all staff to wash cups in kitchen not in toilets to avoid water on the floor. Let HBC know if any building maintenance is due immediately	All staff	From now on	
Lone Working	Staff need to ensure their own safety in the work place	Keep the staff office door locked and encourage visitors to come in through the door with the counter	Ensure staff office door is kept locked	All staff	From now on	

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

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