

# RISK ASSESSMENT - Health and safety policy

<b>This is the statement of general policy and arrangements for</b>		
<b>Knaresborough Town Council</b>		
<b>All members of the council and members of staff</b>		<b>Are responsible for health and safety</b>
<b>The Clerk</b>		<b>has day-to-day responsibility for ensuring the policy is put into practice</b>
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (What are you going to do?)</b>
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	All members of the council and all members of staff	Encourage awareness of Health & Safety in the workplace
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	All members of the council and all members of staff	Appraisals and follow up meetings to ensure training needs are met
Engage and consult with employees on day-to-day health and safety conditions	All members of the council and all members of staff	Ensure risks are kept at a minimum
Implement emergency procedures – evacuation in case of fire or other significant incident.	All members of the council and all members of staff	Fire practices carried out by North Yorkshire Council. Emergency procedures for Fire printed on every agenda and notice boards in Knaresborough House and in the Clerk's office.
Maintain safe and healthy working conditions.	All members of the council and all members of staff	Responsibility for ensuring health and safety of all members of staff, council and public

Signed: * (on behalf of Employer) <i>Angela Pulman</i>	Clerk and Responsible Financial Officer	Date:	September 2023
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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>

# Risk assessment

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

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: - September 2023**

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 NYC know if any building maintenance is due immediately	All staff	Ongoing	
Lone Working	Staff need to ensure their own safety in the workplace	Keep the staff office door locked and encourage visitors to come in through the door with the counter. When leaving the office following meetings at night, staff ensure they leave together. If only one member of staff is at a meeting then a Councilor should be asked to stay behind.	Ensure staff office door is kept locked	All staff	Ongoing	
Fire	Staff and visitors in the event of a fire	NYC building - fire safety notice on display in town council office.	Staff need to keep informed of fire safety points and any fire drill protocol	All staff	Ongoing	
Out of office working	Staff and any volunteers at events or site visits eg allotments Manual Handling/Stress	Following risk assessment of individual events. Keeping apprised of risk assessments at allotment sites for example	Ensure all staff/volunteers are informed of individual event risk assessments and also risk assessments at allotment sites for example	All staff/volunteers	As required at individual events	

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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