

Health and safety policy

This is the statement of general policy and arrangements for		Mid Devon District Council	
Stephen Walford		has overall and final responsibility for health and safety	
Michael Lowe		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?)	
To prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Michael Lowe (H&S Officer)	All accidents are to be reported to H&S Officer immediately using an Accident Report form available on SharePoint or from Michael Lowe (07714 680171)	
To provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Learning & Development Manager Service Managers (see Appendix 2 for current list)	Training needs are assessed by the Service Manager, with the delivery of the training program supported by the Learning and Development Manager. Service Managers are responsible ensuring the completion of appropriate risk assessments and using these to generate safe systems of work	
Engage and consult with employees on day-to-day health and safety conditions	Catherine Marlow (Unison Branch Secretary) Michael Lowe (H&S Officer)	Mid Devon District Council complies with the Health & Safety (Consultation with Employees) Regulations 1996 by taking a joint consultation process with union involvement	
Implement emergency procedures – evacuation in case of fire or other significant incident.	Site Managers (See Appendix 2 for list)	Each MDDC site has an emergency evacuation plan in place created from their fire risk and specific risk assessments. It is the responsibility of the designated site manager to ensure staff are trained in the procedures and they are regularly tested	
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Andrew Busby (Estates Manager) Service Managers	The Estates Manager has responsibility for ensuring the maintenance of facilities and plant equipment, Service Managers are responsible for the maintenance and safe use operational equipment, machinery and safe storage/use of hazardous substances	
Signed: * (Employer)	Stephen Walford Chief Executive	Date:	15 th February 2016
Health and safety law poster is displayed on	Staff noticeboards is all MDDC sites		
First-aid box is located:	Listed in the emergency action plans for each site		
Accident book is located:	Blank forms are accessed through SharePoint with the completed forms sent to the H&S Officer with escalation to RIDDOR where necessary		