

Health and safety policy

This is the statement of general policy and arrangements for:		Walford Mill Education Trust Ltd
Terry Wheeler (Name of Board Chair)		has overall and final responsibility for health and safety
Melanie Pownall (Member of staff)		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	Terry Wheeler	Risk assessments completed and actions arising out of those assessments implemented, including Fire, Premises, individual Maker techniques (Risk assessments reviewed when working habits or conditions change otherwise every 12 months)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work and makers are able to work safely	Terry Wheeler	Staff/Makers/trustees and subcontractors given necessary health and safety induction and provided with appropriate training (e.g. working at height, electrical safety) and personal protective equipment. Procedures prepared and issued, e.g. Safe working at Walford Mill policy
Engage and consult with employees, makers, trustees and volunteers on day-to-day health and safety conditions	Terry Wheeler	Staff/Makers/trustees routinely consulted on health and safety matters as they arise but also formally consulted via the health and safety agenda item at Board Meetings
Implement emergency procedures – evacuation in case of fire or other significant incident.	Terry Wheeler	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Terry Wheeler	Toilets, washing facilities and drinking water provided. Systems in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Signed: * (Employer)	Terry Wheeler	Date:	
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You should review your policy if you think it might no longer be valid, e.g. 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)	In the kitchen
First-aid box is located:	Gallery / Kitchen / Loft
Accident book is located:	Office