

Health and safety policy

The Apedale Heritage Centre

This is the statement of general policy and arrangements for:

The Board of Trustees has overall and final responsibility for health and safety

David Bowdley Safety Advisor and David Rushton Site Manager 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 by managing the health and safety risks in the workplace	David Bowdley	Prepare Policy and implement recommendations. Carry out a programme of risk assessments. Mandatory pre-shift inspections by competent persons.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	David Rushton	Delegate responsibility to competent persons relevant to the area of practice.
Engage and consult with employees on day-to-day health and safety conditions	David Bowdley, Charles Lomax and David-Brownsword	Pre-shift Meetings. React to the results of any pre-shift mine inspection or risk assessment. End of shift de-brief.
Implement emergency procedures – evacuation in case of fire or other significant incident.	David Rushton	Review Policy and implement.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Responsibility of David Brownsword, Charlie Lomax, David Bowdley and all Mine volunteers	Review Working practices. Carry out Risk Assessments, including COSHH. Maintain records of all machinery and pneumatic and hydraulic systems.

Signed: D Rushton Date: 19.2.2019

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) Cafe
 First-aid box is located: Cafe
 Accident book is located: Museum Office