

1. General statement of intent

The Sow & Penk Internal Board (hereafter referred to as 'the Board') is committed to ensuring the health, safety and well-being of its Employees, Contractors, Administrators, Members of the Public, Board Members and anyone else who may be affected by its operations.

The Board commits to operating in accordance with the Health and Safety at Work (etc) Act 1974, the Management of Health & Safety Regulations 1999 and, all other applicable regulations and codes of practice, so far as is reasonably practicable.

The Administration/Management Team on behalf of the Board will ensure that significant risks are assessed, and suitable and sufficient measures are adopted to allow each Employee and/or Contractor (where applicable) to carry out his/her duties safely and without risk to health. Suitable tools and equipment will be provided for Employees which will be maintained and stored in a safe condition. Safe systems of work will be devised to meet regulatory requirements where documented processes and procedures may significantly bolster and support current Health and Safety Arrangements.

The Board shall strive to achieve continuous improvement in Health & Safety performance through the dissemination of safety information and incident data and subsequent lessons learned.

The Board will provide all necessary resources including time to ensure that all Health, Safety and Wellbeing matters are adequately funded. This will include providing; training, Personal Protective Equipment (PPE), suitable equipment and tooling, maintenance for this equipment, external advice where necessary and any other resource necessary to ensure the Health and Safety and Wellbeing of our Employees.

Each Employee/Contractor will be made aware of his/her responsibility for his/her own Health, Safety and Wellbeing and that of others and the fundamental requirement to fully cooperate at all times with the Board on any initiatives introduced that seek to raise or consolidate existing Health and Safety requirements and/or arrangements. All Employees/Contractors will be given the opportunity to consult with the Administration/Management Team on matters relating to Health, Safety and Wellbeing, or can appoint a representative to do so.

Where necessary the Board will arrange or provide suitable training and support for both Administration/Management Team and Employees, in particular where new work practices or equipment are introduced.

The Board will seek external advice as necessary to keep its Health & Safety Policy, working practices and equipment up to date and in accordance with current legislation.

The ultimate responsibility in all areas of Health and Safety rests with the Board. This duty is of no less importance than any of the responsibilities attached to that position.

Review of the Health, Safety Policy will be made annually. The monitoring of all issues relating to this Policy is the responsibility of the Clerk.

Date: 9 May 2025
Craig Benson, Clerk

Please note that this document is current as of Friday 9th May 2025. For the latest version of this uncontrolled document please consult the author