

## **NEW WALTHAM PARISH COUNCIL**

### **HEALTH AND SAFETY POLICY**

#### **1.0 General statement**

1.1 This Parish Council recognises its responsibilities as an employer for providing a safe and healthy environment for all its employees, contractors, voluntary helpers and others (hall hirers), who may be affected by the activities of the Parish Council.

1.2 The Parish Council will make every effort to meet its responsibilities under the Health and Safety at Work etc Act 1974 and subsequent regulations.

1.3 If appropriate, the Parish Council will seek expert technical advice on Health and Safety matters

#### **2.0 Aims of the Policy**

2.1 To provide as far as is reasonably practicable:

- A. A safe place of work and a safe working environment
- B. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely; and
- C. Care and attention to health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

#### **3.0 Arrangements and responsibilities**

3.1 The Parish Clerk will:

- A. Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly
- B. Make effective arrangements to implement the Health and Safety at Work Policy
- C. Ensure that matters of Health and Safety are regularly discussed at meetings of the Council
- D. Ensure that regular risk assessments are carried out of working practices and assets, maintain record of risk assessments and report on these to Council

E. Make effective arrangements to ensure that contractors or voluntary helpers working for the council comply with all reasonable Health and Safety at Work requirements.

F. All contractors will be given a copy of the Council's Health and Safety at Work Policy

G. Ensure that work activities by the Council (employees) do not jeopardise the health and safety of members of the public.

H. Maintain a central record of notified accidents, and...

I. When an accident or hazardous incident occurs take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.

3.2 All employees, contractors and voluntary helpers will:

A. Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with any Codes of Practice or work instructions for Health and Safety

B. Take reasonable care of their own Health and Safety, use appropriate personal protective clothing and, where appropriate, ensure the appropriate First Aid materials are available

C. Take reasonable care for the Health and Safety of other people who may be affected by their activities (hall hirers).

D. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety

E. Not remove any personal protective equipment necessary to be worn during a work activity

F. Not misuse any plant, equipment, tools or materials so as to cause risks to Health and Safety

G. Report any accidents or hazardous incidents to the Clerk.

3.3 The Council will:

A. Take seriously its Duty of Care to employees & members of the public using the hall.

B. Ensure that appropriate levels of insurance are in place

C. Monitor risk assessments as needed

D. Ensure this policy is reviewed at least annually.

4.0 General

4.1 An accident or injury at work, however trivial it may appear at the time, must be reported to the Parish Clerk, Chair of the Parish Council / Personnel. Details of the accident should be recorded in the Accident Book held by the Parish Clerk. In the event of an accident which

requires First Aid treatment, assistance should be available from a First Aider (if available). If it is necessary to call an ambulance, dial 999 for the emergency services. On no account should a person who appears to be seriously injured be moved unless it is essential to do so for reasons of personal safety.

4.2 There is legislation covering the control of substances hazardous to health (COSHH) which requires that all substances used in the workplace must be assessed in order to identify the risk to health. Where appropriate these should be stored separately and safely.

4.3 All electrical equipment must be maintained to prevent danger. Electrical inspections shall be carried out and checked to comply with National Inspection Council for Electrical Installation Contractors (NICEIC) standards.

4.4 Lone members of staff should not arrange to meet unknown contacts except in public places. In respect of their duties, all members of staff should provide details to another person of where they are going, the purpose of the visit and their anticipated time of return.

4.5 Aggressive Situations - It is recognised that some employees may be subjected to aggression because of the job that they do. Situations resulting in verbal abuse or anti-social behaviour, as well as physical assault, must be reported to the Clerk to identify possible remedial action.

4.6 A risk assessment will be carried out of the Parish Clerks workspace and potential problem areas identified and corrected.

Review Date: