

HALLOW PARISH COUNCIL - WORCESTERSHIRE

HEALTH AND SAFETY POLICY

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Hallow Parish Council

Introduction

This Statement has been prepared as a requirement under Section 2 of the Health and Safety at Work Etc. Act 1974. It sets out the Council's general policy for safeguarding the Health and Safety at work of employees. So far as is reasonably practicable, the Council will ensure that persons not in its employment, who may be affected by its activities, are not exposed to risks to their Health and Safety.

This policy sets out the general principles and approach that the Parish Council will follow in respect of Health and Safety legislation for premises and activities for which the Council is responsible.

It is the responsibility of all councillors' and employees of the council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.

THE PARISH COUNCIL'S SAFETY POLICY STATEMENT

1. Hallow Parish Council, in accordance with the requirements of The Health and Safety at Work Act (1974), and The Management of Health and Safety at Work Regulations (1998), accepts its duty to provide and maintain safe and healthy working conditions for all its employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.

2. The Parish Council will take all reasonable steps to ensure that it complies with the law on Health, Safety and Welfare and any relevant Regulations, Approved Codes of Practice and Guidance. It will provide the resources to ensure the safety of its employees and others affected by its work.

3. The Parish Council will take all reasonable steps to ensure:

3.1 That information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.

3.2 That its work, in all its forms, is done in ways so that members of the public are not put at risk.

3.3 That arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.

3.4 That this policy is brought to the attention of all employees, members of the public, contractors, volunteers and Councillors and is reviewed annually.

3.5 That when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.

4. The Parish Council is responsible for managing safety, based on the council's safety policy.

5. The Clerk shall keep copies of all risk assessments, method statements and Health and Safety documents, in labelled Health and Safety files.

6. All Councillors, employees/contractors and volunteers have a duty to take reasonable care for their own health and safety and that of any persons who may be affected by their acts or omissions.

7. Day to day matters of Health and Safety are dealt with by the Clerk acting on behalf of the Council.

8. General Arrangements – Premises for council meetings

The Parish Council has no internal Council Premises and uses various venues for meetings, however:

8.1. Any accidents, injuries or dangerous occurrences must be recorded in the premise's accident book and where necessary the Clerk will report these to the HSE. All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents **only** - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Thereafter all such accidents should be brought to the attention of the Council. On the event of a serious injury or dangerous occurrence the Chairman or in their absence the Deputy Chairman should be informed immediately.

8.2. A first aid box is normally located in the buildings.

8.3 The accident book is normally located in the various meeting halls.

9. Fire safety

9.1 A fire risk assessment is located with the various meeting halls that are used by the Council.

9.2 All members of the Parish Council and user groups must be made aware of the Fire Risk Assessment and its contents.

9.3 It shall be the responsibility of the person booking the facilities to ensure that fire exits and passageways are kept clear at all times; as detailed in any hire agreement.

9.4 Any electrical equipment brought onto premises shall be safe, in good working order and used in a safe manner.

10 Risk Assessments

10.1 The Parish Council will carry out risk assessment of its activities as and when necessary and review these annually.

10.2 The Parish Council will set up and monitor policies and procedures to reduce any risks that are identified.

10.3 The Parish Council requires contractors to supply Risk Assessments, written Method Statements and Safe Systems of Work prior to starting any major works on behalf of the council.

11 Lone working – A separate Lone working policy has been created as of 22/10/2021

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