

Hockley Heath Parish Council

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Health and Safety Policy

For Hockley Heath Parish Council

Version: 2.0

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Document Information

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1. Purpose
2. Council's commitment and legal context
3. Aims of the Health and Safety at work policy
4. Arrangement and responsibilities for carrying out the health and safety policy at work
5. Employee, contractor and volunteer responsibilities
6. Procedures

1. PURPOSE

This policy sets out the general principles and approach that Hockley Heath 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.

2. COUNCIL'S COMMITMENT AND LEGAL CONTEXT

Hockley Heath Parish Council will:

In accordance with the requirements of The Health and Safety at Work Act (1974), and The Management of Health and Safety at Work Regulations (1999), and The Workplace (Health, Safety and Welfare) Regulations 1992 accept its duty to provide and maintain safe and healthy working conditions for its employees and members. This applies to employees working from home and in Council offices.

Accept its duty of care to other persons such as volunteers and contractors who work on behalf of the council.

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.

Provide the resources to ensure the safety of its employees and others affected by its work.

Seek as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Parish Council's responsibilities for ensuring safe working conditions.

3. AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

To provide as far as is reasonably practicable a safe place of work and a safe working environment.

To provide arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.

To provide systems of work that are safe and without risks to health.

To obtain specialist technical advice and assistance on matters of Health and Safety when necessary.

To ensure sufficient information, instruction and training for employees, contractors and voluntary helpers is in place to enable individuals to carry out their work safely.

To provide care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

4. ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY AT WORK

The Clerk will keep informed of relevant Health and Safety policy legislation.

The Clerk will advise the Parish Council on the resources and arrangements necessary to fulfil the Parish Council's responsibilities under the Health and Safety at Work Policy.

The Clerk will make effective arrangements to implement the Health and Safety at Work Policy.

The Clerk will ensure that matters of Health and Safety are discussed at meetings of the Parish Council.

Regular risk assessments will be carried out by the Clerk on working practices, with subsequent consideration and review of any necessary corrective/protective measures.

The Clerk will make effective arrangements to ensure those contractors or voluntary helpers working for the Parish Council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Parish Council's Health & Safety at Work Policy.

The Clerk will ensure that work activities by the Parish Council do not unreasonably jeopardise the health and safety of members of the public.

A central record of notified accidents will be maintained by the Clerk.

When an accident or hazardous incident occurs, the Parish Council will take immediate action to prevent a recurrence or further accident.

The Clerk will act as the contact and liaison point for the Health and Safety inspectorate.

5. EMPLOYEE, CONTRACTOR AND VOLUNTEER RESPONSIBILITIES

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

Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.

Take reasonable care for the Health and Safety of other people who may be affected by their activities.

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

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

Report any accidents or hazardous incidents to the Clerk.

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

6. PROCEDURES

Accidents

Any accidents, injuries or dangerous occurrences must be recorded in the accident book (located inside the Pavilion kitchen area) or reported to the Clerk to ensure all incidents are brought to the attention of the council. In the event of a serious injury or dangerous occurrence the Clerk will inform the Chairman, or in their absence the Vice Chairman, immediately.

A first aid box is located in the Pavilion kitchen, and periodic checks will be carried out to ensure the contents are adequately maintained.

Fire Safety

It shall be the responsibility of the person conducting a meeting in the Pavilion to ensure that fire exits and passageways are kept clear at all times. The clerk will visually inspect the fire extinguishers and fire blanket in the Pavilion monthly and arrange an annual inspection of these items by a suitably qualified contractor.

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

Hockley Heath Parish Council will undertake an annual PAT inspection on it's electrical appliances.

Fire alarms and emergency lighting will be inspected on a six-month basis.

A full fire risk safety inspection will be carried out by a qualified contractor for the Pavilion every three years.

Risk Assessments

The council will carry out risk assessment of its activities as and when necessary and review these regularly.

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

Computer Use and Equipment

All council employees habitually using DSE equipment as a significant part of their normal work should use the HSE Workstation Checklist to ensure compliance with the Health and Safety (Display Screen Equipment) Regulations 1992. The clerk will ensure that workstations are maintained in a safe condition including:

- chairs that are capable of being adjusted and have adequate back and leg support
- adequate space under the work surface
- footrests available to those who need them
- adequate ventilation and lighting

Hockley Heath Parish Council will provide habitual DSE users, on request, with an eyesight examination annually, to the value of £30.00.

Manual Handling

Manual handling means transporting or supporting a load by hand or bodily force. It includes lifting, lowering, pushing, pulling, moving or carrying a load. Manual handling of large and heavy objects should be avoided where possible by one person and lifting aids should be used where possible. Where manual handling is required a risk assessment will be undertaken considering:

- the task
- the load
- the working environment
- individual capacity
- any handling equipment available

- how to organise and allocate manual handling work
- the pace, frequency and duration of the work requiring manual handling

Alcohol and Drugs

The use of illegal drugs and misuse of alcohol is forbidden in all council activities.

Smoking

The council operates a strict no smoking policy on their premises.

Driving

Where privately owned vehicles are used for business purposes, the driver must ensure that their insurance covers business use. Private vehicles must be taxed, possess an MOT, if required, and regularly serviced.

Lone Working

Hockley Heath Parish Council has an approved Lone Working policy, the following health and safety precautions supplements this policy to ensure that employees and members of the council are not placing themselves at risk when working alone, for example:

- not working at heights on a ladder or steps
- not entering lofts or any other spaces in which they might become trapped
- not undertaking tasks involving hazardous tools or material
- locking the doors and closing the windows, where possible, to prevent intruders
- making themselves aware of the nearest fire exit and first aid kit
- making sure someone knows where they are and their estimated time of return.