



# **Shenley Church End Parish Council Health and Safety Policy**

**Adopted February 2018**

Adopted 12/02/2018	Minute ref 1802403

## Health & Safety Policy

### 1. Policy Objectives

This policy document and the supporting risk assessments and underpinning procedures explain the ways in which Shenley Church End Parish Council identifies, assesses and controls risks to health and safety in respect of all work activities and premises. It:

- acknowledges that everyone at work has responsibilities under The Health and Safety at Work Act 1974.
- reflects the Council's commitment to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide such instruction, training and supervision as they need for this purpose.
- recognises that the Council has to ensure the health and safety of all those who may be affected by what the Council does or does not do

### 2. Responsibilities

The Council has delegated the responsibility for overseeing all health and safety matters to the Human Resources Committee. The Committee takes the lead role in ensuring that health and safety policies and procedures are implemented.

Health and Safety Officer: The Committee has appointed Jane Munn, Clerk to the Council, as the Health and Safety Officer who will report to the Committee. This responsibility is included in the Clerk's job description.

Medbourne Pavilion Health & Safety Officer: The Committee has appointed Jane Webb as Health and Safety Officer for Medbourne Pavilion who will report to the Parish Clerk.

Deputy Health and Safety Officer: The Committee has also appointed Councillor Shaffiq Bostan as Deputy Health and Safety Officer. This role is intended to provide support for the Council's Clerk when she is on annual leave or absent. The Deputy Health and Safety Officer's role is unremunerated in accordance with Section 112(5) of The Local Government Act 1972.

Fire Wardens: The Council's Clerk, Jane Munn, is the appointed Fire Warden. All staff have a responsibility to deputise, if necessary. This is recorded in the Council's Fire Safety & Maintenance Log.

Jane Webb is the appointed Fire Warden for Medbourne Pavilion.

First Aiders: All members of staff are trained First Aiders

First Aid Box Parish Office: This is located under the bench in the entrance hall at the Council's office. The content of the box is checked and updated by the Council's Clerk.

First Aid Boxes Medbourne Pavilion: These are located in the Pavilion Manager's office and the shared kitchen. The contents of the boxes are checked and updated by the Pavilion Manager.

Defibrillator Medbourne Pavilion: This is located in the main entrance corridor of the Pavilion. Pads & batteries are noted for expiration. The pads will be replaced once used.

### 3. Review

The policy will be reviewed annually and updated as the Council's activities change in nature and size. All reviews and any updating will be undertaken by the Human Resources Committee and recommended to the Council for formal adoption. Whilst risk assessment is an ongoing process, it shall form part of the annual review.

The Council's arrangements for implementing this policy are set out in the following risk assessments and supporting procedures.

Signed

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Chairman

Signed

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Parish Clerk & RFO

# Health and safety policy

**This is the statement of general policy and arrangements for:**

Shenley Church End Parish Council

**Overall and final responsibility for health and safety is that of:**

Shenley Church End Parish Council

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

The Council's Human Resources Committee

Statement of general policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	The Council's Human Resources Committee	<ol style="list-style-type: none"> <li>1. Undertake relevant risk assessment using the HSE template to identify possible hazards which might lead to accidents or work-related ill health from Council activity</li> <li>2. Identify actions necessary to manage and control each risk and allocate clear responsibilities and dates for implementation where necessary</li> <li>3. Monitor to ensure that each action has been implemented</li> <li>4. Review the Risk Assessment regularly particularly when there are any changes in the Council's activities which could mean there are new or different risks</li> </ol>
To provide adequate training to ensure employees are competent to do their work	The Council's Human Resources Committee	<ol style="list-style-type: none"> <li>5. Identify any current training requirements arising from the assessment and ensure that the appropriate training is undertaken and implemented. Training may be needed by councillors, staff and contractors and volunteers</li> <li>6. Incorporate checks on the currency and adequacy of health and safety training through the annual appraisal system and ensure staff can easily raise health and safety concerns or emerging training needs during the year. These can then be reported to the Human Resources Committee or, if delegated authority granted, can be arranged by the Clerk.</li> <li>7. When recruiting new staff, try to attract candidates who already have the appropriate qualifications to perform the job safely and / or identify health and safety training needs from the outset and ensure induction training is successfully completed</li> <li>8. To provide training whether face to face or online for appropriate staff on: Lone Working, Fire Safety, Manual Handling, Health &amp; Safety at Work, Risk Assessments and Working at Height</li> <li>9. To ensure all relevant training is completed to enable safe use of petrol equipment in public areas</li> </ol>

# Health and safety policy

Statement of general policy	Responsibility of	Action / Arrangements
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	The Council's Human Resources Committee	<ol style="list-style-type: none"> <li>10. Consult with staff when the risk assessment is being undertaken to identify possible hazards and any concerns about health and safety conditions</li> <li>11. To ensure staff are aware that any concerns relating to the safety of an activity should be raised immediately with a third party</li> <li>12. Identify the nature of advice and supervision required on occupational health and arrange for either a mix of suitable in-house workshops or one to one supervision by a suitably qualified person</li> <li>13. To be aware of organisations that can provide emotional support to staff if required. Such as:  <a href="http://www.mind.org.uk/information-support/guides-to-support-and-services/">http://www.mind.org.uk/information-support/guides-to-support-and-services/</a>  <a href="http://www.nhs.uk/Conditions/stress-anxiety-depression/Pages/mental-health-helplines.aspx">http://www.nhs.uk/Conditions/stress-anxiety-depression/Pages/mental-health-helplines.aspx</a>  <a href="http://www.samaritans.org/">http://www.samaritans.org/</a> </li> </ol>
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	<p>The Council's Human Resources Committee</p> <p>First Aiders:     Jane Munn                       Jenn Barkell                       Jane Webb                       Diana Horsley                       Andrew Bishop</p> <p>Fire Wardens:   Jane Munn                       Stuart Nightingale                       Ray Merrin                       Jane Webb</p>	<ol style="list-style-type: none"> <li>14. Appoint and train someone to administer first aid at the Council's offices and make arrangements for suitable provision at Council events</li> <li>15. Ensure a fire risk assessment is undertaken by a relevant qualified person particularly when there are changes to the workplace</li> <li>16. Identify suitable emergency evacuation procedures and arrange for regular practices. Ensure emergency exit routes are kept free from obstruction</li> <li>17. Review the effectiveness of the Council's emergency arrangements after each evacuation (genuine or rehearsal) so any necessary improvements can be introduced</li> </ol>
To ensure drivers of parish vehicles have the necessary licences	The Council's Human Resources Committee	<ol style="list-style-type: none"> <li>18. To ensure that all staff and Councillors required to drive parish vehicles are aware of the Council's expectations for vehicle use</li> <li>19. To ensure that all staff and Councillors required to drive parish vehicles have completed the driving licence check form and this has been confirmed by the Parish Clerk</li> </ol>
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage/usage of substances	The Council's Human Resources Committee	<ol style="list-style-type: none"> <li>20. To ensure that COSHH regulations are adhered to in relation to cleaning products</li> <li>21. Regular maintenance of all plant and equipment to be undertaken in line with recommended guidelines</li> <li>22. Portable Appliance Testing to be carried out on all electrical equipment used within the premises</li> <li>23. Cleaners storage area to be kept locked at all times</li> </ol>
Health and safety law poster are displayed:	In the front entrance	

# Health and safety policy

<p>First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)</p>	<p>Location of First Aid Box: Under bench in the entrance Hall of the Parish Office Pavilion Office and shared kitchen</p> <p>Location of Accident Book: In the Parish Council office</p> <p>Location of Defibrillator: In the Pavilion Office In the entrance corridor of Medbourne Pavilion</p> <p>Reporting is possible using online forms for injuries, dangerous occurrences, cases of disease, flammable gas incidents &amp; dangerous gas fittings. For fatal &amp; major injuries, use HSE telephone no. 0845 300 9923 (Mon to Fir 8.30am to 5.30pm) or HSE out of hours webpage.</p> <p>Requirements under RIDDOR 2013</p> <p>For fatal &amp; major injuries: report without delay For injuries resulting in over 3 days incapacitation: no necessity to report For injuries resulting in over 7 days incapacitation: report within 15 days of injury</p>			
Signed: (Employer)		Date:		
Subject to review, monitoring and revision by:	The Council's Human Resources Committee	Every:	12	months or sooner if work activity changes

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

# Risk assessment

Organisation name: Shenley Church End Parish Council

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?
Slips and trips	Staff and visitors	Good general housekeeping. No trailing leads or cables, walk ways and areas around workspaces kept clear	Ensure all staff and visitors are aware of the requirements to keep areas clear and to clean up any spills	Everyone within the building
Dangerous Substances	Staff and visitors	Locked cleaning cupboard Items stored out of reach of children	Ensure all items returned to correct storage areas Consider purchase of hazardous liquid signs	All involved with cleaning and storage
Electrical Equipment	Staff and visitors	Annual Portable Appliance Testing No loose or trailing wires Equipment brought in must hold a PAT certificate No electrical equipment to be left charging overnight	Ensure hirers are aware that any electrical equipment must have a valid PAT	Representative taking the booking
Equipment Maintenance	Staff and visitors	Annual or 6 monthly maintenance contracts for relevant machinery	Maintenance contracts in place for relevant equipment Ensure any problems are reported immediately Regular checks on outdoor machinery and maintenance undertaken as recommended by the manufacturer Vehicles to be serviced annually and regular visual checks undertaken	Any staff member or user of the facility Parish Ranger  Parish Clerk & Ranger
Premises Maintenance	Staff and visitors	Fire Procedures in place Regular fire test and drills undertaken All fire appliances checked and maintained to legal requirements Log booked stored in fireproof safe	Ensure extinguisher checks and intruder alarm checks updated in the log book	Fire Officers

# Risk assessment

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?
Personal Safety	Staff and visitors	Signing in book in operation Copy of fire evacuation process Office access restricted by use of security fob Diary system to show staff whereabouts Outer door locked if the office area is unmanned or after office hours Mobile Phone with tracking device provided to staff working away from parish council buildings Personal Alarms provided for use away from the office	Ensure all users are aware of the signing in book Advise users to hold their own register of attendees Office door to remain closed at all times Personal safety alarm located near to the hatch Ensure all staff update their diary on a daily basis  Ensure staff are aware of and adhere to lone worker policy	Any staff member or user of the facility
Data Protection	Anyone connected to the facility	Data Protection requirements adhered to as per Policy Confidential information held securely Documents retained as per the agreed policy	Passwords to be kept secure Documents to be securely destroyed as appropriate Personal data to be kept only where necessary Individuals to be made aware of their rights under the data protection regulations	All staff
Outdoor area	Staff and visitors	Car park monitored during heavy usage to ensure safe and appropriate parking Users aware they are responsible for their cars at all times Car park closed at night Appropriate signage advising of caution for pedestrians Surfaces kept clear of snow where possible and treated in icy conditions	Users advised of acceptable parking numbers within the car park and of alternative safe parking options Users advised to take additional care in bad weather conditions	All staff
Manual Handling	Staff and visitors	Tables to be wheeled and not lifted Additional chairs on a wheeled storage unit Manual Handling risk assessment undertaken for new activities	Ensure users are aware of how to correctly move the equipment within the meeting room	All staff
Display Screen	Staff	Fully adjustable screen stands provided	Ensure staff are aware of all adjustments available	Parish Clerk

# Risk assessment

Equipment		Workplace chairs fully adjustable Overhead lighting individually controlled		
Smoking	Anyone connected to the facility	No smoking allowed in the building or in the immediate area surrounding the building	Ensure that all users are aware of the restrictions This includes E cigarettes	All staff
Maintenance Issues	Staff or contractors undertaking work	Ensure any risks involved are fully considered and appropriate safety measures in place	Ensure staff are aware that any safety concerns should be highlighted immediately	All staff
Building Security	Staff and visitors	Key and Fob access provided to authorised staff and companies Keys & Fobs allocated by Clerk and details noted for reference	Ensure all key holders are aware of the importance of highlighting loss of keys immediately Fobs to be wiped as soon as possible to reduce risk to staff within office areas	All staff

Signed

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Chairman

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Parish Clerk & RFO