



# THORNHAM PARISH COUNCIL HEALTH AND SAFETY POLICY

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# THORNHAM PARISH COUNCIL HEALTH & SAFETY POLICY

## Table of Contents

<b>GENERAL HEALTH AND SAFETY STATEMENT.....</b>	<b>2</b>
<b>AIMS OF THE HEALTH AND SAFETY POLICY.....</b>	<b>2</b>
<b>RESPONSIBILITIES AND DUTIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY .....</b>	<b>3</b>
The Clerk will: .....	3
The Clerk, Councillors and voluntary helpers will: .....	3
Duties and Responsibilities of Contractors. ....	4
<b>ARRANGEMENTS.....</b>	<b>5</b>
Accidents, Injuries or Incidents - Reporting .....	5
Control of Substances Hazardous to Health .....	5
Electrical Equipment .....	5
Lone Working .....	5
Travelling on Parish Council Business.....	6
Violence and Aggression .....	6
Parish Council Meetings and other events .....	6
Street Furniture .....	6

## Revision & Review

Rev No:	Date:	Section:	Comment:
0	June 2020	New Document	
1	Oct 2021	• Control of Substances Hazardous to Health	• Amended Community Emergency Plan to Business Continuity Plan
2	Dec 2022		• Reviewed by members - no changes

# THORNHAM PARISH COUNCIL HEALTH & SAFETY POLICY

## GENERAL HEALTH AND SAFETY STATEMENT

Thornham Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for its Clerk, Councillors, contractors, voluntary helpers and others who may be affected by the activities of the Council. This statement of intent is followed by the responsibilities and duties held by its members and the arrangements in place to implement this policy.

The Council will meet its responsibilities under the Health and Safety at Work etc. Act 1974 and will provide, as far as is reasonably practicable, the resources necessarily to fulfil this commitment.

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

## AIMS OF THE HEALTH AND SAFETY POLICY

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment. (The Clerk's home or the office located in the village hall).
2. Arrangements for considering, reporting and reviewing matters of Health and Safety, including regular risk assessments of Parish Council activities.
3. Systems of operating that are safe and without risks to health.
4. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
5. Sufficient information, instruction and training for the Clerk, Councillors, contractors and voluntary helpers to carry out their work safely.
6. Care and attention to the health, safety and welfare of the Clerk, contractors, voluntary helpers are members of the public who may be affected by the Council's activities.

This statement is signed by the Chairperson of Parish Council

Signed:

Date:

**Next review due: December 2023**

# THORNHAM PARISH COUNCIL HEALTH & SAFETY POLICY

## RESPONSIBILITIES AND DUTIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY

The Clerk will:

1. Keep informed of all relevant health and safety policy legislation<sup>1</sup>.
2. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under this policy.
3. Make effective arrangements to implement this policy.
4. Ensure that matters of health and safety are regularly discussed at Parish Council meetings.
5. Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures and maintain a file of risk assessments, summarised in the Minutes.
6. Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements. Ensure that the activities of the Council do not unreasonably jeopardise the health and safety of members of the public.
7. Maintain a central record of notified accidents.
8. 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.
9. Act as the contact and liaison point for the Health and Safety Inspectorate if necessary.

The Clerk, Councillors and voluntary helpers will:

1. Familiarise themselves with and cooperate fully with the aims and requirements of the Health and Safety policy and the Lone Working policy where relevant.
2. Take reasonable care for their own health and safety, use appropriate personal protective clothing and, where appropriate, ensure that appropriate first-aid materials are available.
3. Take reasonable care for the health and safety of other people who may be affected by their activities ensuring that they follow safe working practices.
4. Request assistance or advice about any area of work with which they are not familiar or trained to undertake prior to commencement.
5. Report any accidents or hazardous incidents to the Clerk or Chair.

<sup>1</sup>The Clerk has registered for updates from the Health and Safety Executive's e-bulletin service.

# THORNHAM PARISH COUNCIL HEALTH & SAFETY POLICY

## Duties and Responsibilities of Contractors.

The Parish Council will draw the Council's Health & Safety policy to the attention of any contractor employed.

Any contractor employed by the Council must comply with the following:

- They will be responsible for conducting themselves safely at all times and in compliance with the Council's Health and Safety policy.
- Any work carried out must be fully in compliance with statutory legislation and Codes of Practice to ensure the health and safety of their own employees and others on and off site.
- All tools and equipment that they bring onto site must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary certificates must be available for checking.
- Any injury sustained whilst on site must be reported to the Parish Clerk immediately.
- Contractors must provide insurance certification along with written risk assessments and method statements where necessary before commencing work for or on behalf of the Parish Council.

# THORNHAM PARISH COUNCIL HEALTH & SAFETY POLICY

## ARRANGEMENTS

### Accidents, Injuries or Incidents - Reporting

An accident or injury, however trivial it may appear at the time, must be reported to the Clerk who will inform the Chairman forthwith. Details of the accident should be recorded in the **Accident Book** held by the 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 you move anyone who appears to be seriously injured unless it is essential to do so for reasons of personal safety.

### Control of Substances Hazardous to Health

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. Fortunately, in an office environment there are relatively few substances that might be hazardous to health but there are some such as photocopier toner, typing correction fluids and kitchen cleaning materials. Where appropriate these should be stored separately and safely.

Micro-organisms are also covered in COSHH legislation by the term biological agents. These include Legionella, Influenza pandemic, Middle East Respiratory Syndrome, Coronavirus and many other viruses. The general requirements of COSHH, i.e. risk assessment and prevention or control of exposure will apply in the event of a local/national pandemic. The Business Continuity Plan provides an outline in order for the Parish Council to mobilise its response and undertake work to prevent or mitigate the severity of potential disruptions. This plan identifies the immediate responses, the procedures to follow to maintain continuity of service and the follow-up procedures and necessary changes to service delivery, where such services are disrupted by factors within Thornham Parish Council's area of responsibility.

### Electrical Equipment

All electrical equipment owned by the Parish Council must be maintained to prevent danger. Any portable electrical appliances should be subjected to regular Portable Appliance Testing. Electrical inspections are to be carried out and checked to comply with National Inspection Council for Electrical Installation Contractors (NICEIC) standards.

### Lone Working

Lone members or staff should ensure they are familiar with the separate Lone Working Policy found on the Parish Council website. It is recommended that you do not arrange to meet unknown contacts except in public places. All members and staff should provide details to another person of where they are going, the purpose of the visit and their anticipated time of return. If there is any unexpected change to this, please telephone them if possible.

# THORNHAM PARISH COUNCIL HEALTH & SAFETY POLICY

## Travelling on Parish Council Business

If travelling alone, or driving, take the precautions pertaining to travelling in the Lone Working Policy.

- ensure that you are sufficiently fit and healthy to drive
- ensure that your vehicle is maintained in a safe condition and fit for the road with sufficient fuel for your journey
- take sufficient account of adverse weather conditions
- avoid parking in poorly lit and isolated areas
- ensure your motor insurance policy covers the activity you are undertaking

## Violence and Aggression

It is recognised that there might be a possibility that the Clerk or Councillors may be subjected to aggressive behaviour because of the jobs that they do. Situations resulting in verbal abuse or anti-social behaviour, as well as physical assault, must be reported to the police in the first instance and then to the Clerk or Chairman to ensure we can identify possible remedial action.

## Parish Council Meetings and other events

Meetings usually take place at the Thornham Village Hall. Prior to each meeting, when setting up the room, a check should be carried out, in particular to check for slip or trip hazards and that fire exits are not blocked. A fully charged mobile telephone with a good signal should be available at all meetings or access to a landline; checked to ensure it is fully operational, to call the emergency services if someone becomes ill, in the case of a fire or other emergencies.

Meetings at other venues or any other event organised by the Parish Council will be risk assessed in advance.

## Street Furniture

The Parish Council will inspect Council owned street furniture on a regular basis to ensure that there is no damage and it is in a safe condition. If a Councillor identifies any faults between meetings, they should be reported to the Clerk. Details of how members of the public should report faults/damage to this street furniture should be displayed on the village noticeboards and on the Parish Council's website.

The Clerk will ensure that the council take urgent action to address any safety issues relating to the street furniture it owns.