

PAPPLEWICK PARISH COUNCIL

HEALTH AND SAFETY POLICY



Adopted: July 2019

HEALTH AND SAFETY POLICY

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

(A) Papplewick Parish Council, in accordance with the requirements of *The Health and Safety at Work Act (HSWA) 1974*, *The Management of Health and Safety at Work Regulations (MHSWR) 1999*, *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995*, *The Provision and Use of Work Equipment Regulations (PUER) 1998* accepts its duty to provide and maintain safe and healthy working conditions for all its employees, contractors and councillors.

It also accepts its duty of care to other persons such as volunteers and guests who work on behalf of the Council or are attending Council organised activities.

It also accepts its duty of care to those who may be using facilities and property belonging to the Parish Council.

(B) 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.

(C) The Parish Council will take all reasonable steps to ensure:

- i. That information, instruction, training, supervision, equipment and facilities necessary to achieve safe working are provided.
- ii. That its work, in all its forms, is done in ways that people who are not employees are not put at risk.
- iii. Those arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
- iv. That this policy is brought to the attention of all employees and councillors and reviewed from time to time.
- v. That, when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.
- vi. All employees, contractors and users of premises have been advised of their obligations in health and safety matters, and of the penalties for acting in such a way

as to endanger the safety or health of themselves or others.

(D) The Chairman is responsible for managing safety, based on the Council's safety policy. The Chairman, or an appointee, will devise, implement and monitor Safety Policies and Procedures for the work of the Council.

(E) The Clerk keeps copies of risk assessment and health and safety documents, in labelled Health and Safety files.

(F) All Councillors, Employees, Contractors and volunteers have a duty to work safely and NOT put others at risk.

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

(H) All contractors shall supply and have validated by the Parish Council nominated Safety Representative, or the Parish Clerk a copy of any risk assessments, method statements, certificates of competence together with the name and contact details of their nominated Safety Officer before any work is undertaken. Where appropriate this information will be reviewed if any material changes take place, or at least annually.

(I) All event organisers (including the Parish Council) using Parish Council property and facilities, shall provide a copy of any Risk Assessments, policies and procedures (including "safeguarding") as appropriate and contact details of the organisers and nominated Safety Officer and have this validated by the Parish Council nominated Safety Officer, or the Parish Clerk.

Event organisers have a Duty of Care to ensure they do not put themselves, persons present and any property at risk of harm or injury as far as is practicably practical.

Event organisers will be responsible for the Health and Safety of those associated with, attending or affected by; their event.

Event organisers will provide a copy of any incident forms (personal details withheld – GDPR) and subsequent actions to the Parish Clerk without undue delay. These records shall be kept in designated files.

HEALTH AND SAFETY PROCEDURES

REPORTING ACCIDENTS

All accidents, no matter how small, must be reported in the first instance to the Clerk and details entered in the Accident Book. Email: clerk@papplewick.org

Thereafter, all such accidents will be brought to the attention of the Council. In the event of a serious injury or dangerous occurrence, the Chairman, or in his/her absence the Deputy Chairman, should be informed immediately.

REPORTING OF HAZARDOUS EVENTS, INSTANCES, DEFECTIVE EQUIPMENT OR FACILITIES

All matters which may present a health and safety risk, no matter how small, must be reported in the first instance to the Clerk and details recorded. Email; clerk@papplewick.org

Thereafter, all such matters will be brought to the attention of the Council and its nominated Safety Representative.

INSPECTION OF EQUIPMENT AND FACILITIES

The Parish Clerk shall annually arrange for the inspection by a competent person or authority of equipment provided for use by the general public on the Queen Elizabeth II Playing Field (The Playing Field). The findings will be retained on file, any remedial work necessary will be agreed by the Parish Council and actioned, noted, or the defective equipment be removed.

Weekly, the duty Parish Councillor will inspect all the playing field equipment and general condition of the field. A note of this will be recorded in the "Playing field book" Any defects to be reported to the Clerk and arrangements made to correct or remove the item of concern.

The Parish Council, will at least annually consider the safety of trees and other physical structures on its property. The Clerk shall, as directed by the Parish Council, arrange for inspections by a competent individual or authority. The findings will be retained on file, any remedial work necessary will be agreed by the Parish Council and actioned, noted, or the defective tree/structure be removed.

All electrical equipment shall be tested for safety at least annually. Any electrical equipment which becomes damaged must be reported to the Parish Clerk with immediate effect. Its use must cease, or repairs/replacement be arranged as appropriate under the direction of the Chairman.

REVISION OF SAFETY POLICIES AND PROCEDURES

The Council will revise this policy statement as often as may be appropriate to ensure the contents remain accurate and valid in light of changing practices and statutory requirements.

Signed: *S Roberts*

Dated: *10th July 2019*

Chairman of Papplewick Parish Council