

ALVELEY AND ROMSLEY PARISH COUNCIL

HEALTH AND SAFETY POLICY

1. Introduction

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

2. Scope of the policy

- 2.1.1. The Parish Council aims to protect the health, safety and welfare of its employee, members, volunteers, contractors, residents and members of the public within its area who may be affected by the Council's activities.
- 2.2. The Council will ensure that the property and amenities belonging to the Council are properly managed, and set up appropriate monitoring procedures for the protection of the public.
- 2.3. Councillors are required to take reasonable care of their own Health and Safety when carrying out duties on behalf of the Parish Council.

3. Employees

- 3.1. The Parish Clerk, as an employee of the Parish Council, is expected to work from home, and will ensure that (s)he works in a safe working environment.
- 3.2. A competent person will carry out an annual inspection of the Clerk's home office to ensure that it is a safe and healthy environment in which to work. The Council will review any matters arising from the inspection report.
- 3.3. This includes observing the legal recommendations for safe handling, the use of computer equipment and workstation design.
- 3.4. The Parish Council will decide on a procedure for lone working away from home to protect its employee. This will include personal safety and protection from harassment and violence.
- 3.5. The Clerk, where using a car for official business, shall ensure the vehicle is kept in good repair and is insured for use in connection for business purposes.

4. Contractors and Volunteer Workers

- 4.1. The Parish Council will ensure that any contractors or volunteer workers employed to carry out work on behalf of the Parish Council have adequate and appropriate public liability insurance, and observe Control of Substances Hazardous to Health (COSHH) regulations and Health and Safety legislation and regulations.

- 4.2. Contractors and volunteer workers will report to the Clerk or any nominated Councillor any hazard or situation encountered during their work, which may affect members of the public.

5. Amenities provided by the Parish Council

- 5.1. The Parish Council is responsible for ensuring that all its amenities provided to the residents and public as well as tools, equipment are maintained in a safe condition.
- 5.2. Playground equipment must be inspected on a regular basis to ensure that it is in good condition and any defects noted, reported and repairs undertaken as necessary. An annual inspection by an accredited organisation should be carried out once a year and any matters requiring attention noted.
- 5.3. Bus shelters should be inspected regularly for damage, which should be rectified as soon as possible.
- 5.4. Unlit street lighting should be reported promptly for repair. Columns should be inspected to see if replacements are required.
- 5.5. Street furniture (seating, litter bins etc) should be inspected for damage and made repaired/replaced/removed as decided.
- 5.6. Open spaces (the Pound, Jubilee Bank and the Village Green) should be maintained such that they provide as little danger to the public as possible.

6. Risk Assessment

- 6.1. The Parish Council will carry out a risk assessment of all its activities and review this annually.
- 6.2. The Parish Council will set up and monitor policies and procedures to reduce any risks that are identified.

7. Council Safety Officer

- 7.1. The Council will appoint a Safety Officer who will:
 - Keep informed of relevant Health and Safety (H & S) Policy legislation.
 - Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under H & S Policy.
 - Make effective arrangements to implement the H & S Policy.
 - Ensure that matters of H & S are brought to the attention of members at meetings of the Parish Council.
 - Ensure that regular risk assessments of working practices are carried out, with subsequent consideration and review of any necessary corrective/protective measures. Consider requesting contractors to supply a written method statement prior to starting major works.

- Maintain a file of risk assessments.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements.
- All contractors will be given a copy of the H & S policy.
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified accidents.
- 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.
- Act as the contact and liaison point for the Health and Safety Executive.

8. Training

- Training will be provided to ensure that the safety officer is able to carry out his or her responsibilities.
- Appropriate training will be provided to others.

9. Review of the Policy

9.1. This policy was adopted by the Parish Council at its meeting on 6th September 2011

Minute: 11/12/96