

# **Frettenham Parish Council.**

## **Health & Safety Policy.**

### ***General Policy Statement***

Frettenham Parish Council is committed to providing safe and healthy working conditions for all its employees, councillors and volunteers. The Council also recognises a duty of care to ensure that its activities and facilities do not endanger members of the public. In addition health and safety work is recognised as an integral element of parish business having equal importance in relation to our other parish objectives.

The management of health and safety is recognised as a prime responsibility of the councillors and we will take steps so far as is reasonably practicable to ensure that any property owned, or held in trust, by the Parish Council (this includes the Village Hall,) is in a safe and healthy condition in which its employees and volunteers can work.

### ***Responsibilities and Accountabilities***

All aspects of health and safety are the Parish Council's responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every councillor and employee.

The Parish Council Chairperson or Clerk will ensure that safety is an agenda item at each meeting.

A designated councillor will be responsible to the overall Parish Council for the setting and implementation of the council's policy. It remains the full council's responsibility for the achievement of legal compliance.

The designated councillor for safety is Mr Brian Plumstead and he will ensure that;

1. Regular safety audits are undertaken with reference to an agreed timing program (i.e. 3 monthly).
2. The Village Hall Management Committee updates the Parish Council with its safety audits to an agreed timing program (i.e. 3 monthly).
3. New legislation that could impact on council operations is discussed at full Parish Council meetings and appropriate action taken.
4. Any actions resulting from accidents or survey findings are dealt with in an appropriate manner reflecting the risk and severity identified.

Councillors and employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all those to whom the Parish Council owes a duty of care, namely people who may come into contact with the work of the Parish Council including volunteers or those who may use or be affected by Council property.

***To achieve this Councillors and employees must:***

1. Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified.
2. Exercise their awareness, alertness, self control and common sense at work.
3. Report promptly to the Parish Council all hazards, potential hazards, defects in equipment and any shortcomings in the Parish Council's work systems or procedures.
4. Report immediately to the Clerk or any member of the council any accidents which occur, detailing the exact nature of the accident, date and time and any action taken to prevent a recurrence, this information to be recorded in the Council's accident book. Any accidents involving employees or members of the public may need to be reported to H.S.E. under Types of Reportable Incidents, (RIDDOR). This H.S.E. document is held by The Designated Councillor For safety.

***Fundamental Aims***

The Parish Council's work programmes will, so far as is reasonably practicable, adopt good safety practices. These will, in conjunction with the Village Hall Management Committee, include,

- \* the safe use, storage, handling and transport of articles and substances. (COSHH)
- \* the provision of adequate information, instruction, and where deemed necessary, training and supervision for employees and contractors.
- \* the provision of safe machinery and equipment regularly maintained, which includes the operation and maintenance of plant and systems of work.
- \* the provision of a safe and healthy place of work, including access to and egress from sites, and adequate facilities for the welfare of employees.
- \* the provision of a safe place to use as a base for any contractors providing services to the Parish Council.

All risks will be assessed and effectively managed so that injuries and illnesses arising from workplace activities are minimised so far as is reasonably practicable.

All councillors and employees, where deemed necessary, will receive appropriate levels of training to ensure they are competent to undertake their duties and responsibilities.

Frettenham Parish Council will provide adequate and appropriate resources to implement this policy.

### ***Contractors***

All contractors employed directly or indirectly by the Parish Council must be given a copy of the council's health and safety policy which they must read, or have read to them, and must sign, or make their mark, stating that they understand this policy & will comply with it. They must provide the council with a safe system of work statement & also comply with all current health and safety legislation. All contractors must have adequate public liability insurance (standard £10,000,000) & must produce proof of this insurance before commencing any work. The Parish Council reserves the right to stop any work by contractors who are considered to be in breach of current health and safety legislation.

### ***Review and Structure***

This policy will be reviewed periodically to ensure it is appropriate and fit for purpose and will be regularly revised by the Parish Council as necessary (annually).

- \* Organisation – A review of the Parish Council's organisation including changes to ensure that responsibilities for Health and Safety are clearly defined at all times.
- \* Control – Ensuring that the safety requirements are implemented throughout the Parish Council by all councillors and employees.
- \* Monitoring and Review – The regular safety audits will form a safety report to be completed each quarter. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.