

Policy Name	Frequency of Review	Date adopted & Minute Ref
Health & Safety	Annually	5.4.2017 Minute 16/193
	Annually, or as required by changes to legislation in the interim	4.4.2018 Minute 17/301
	Annually	2.8.2022 Minute 22/114(6)
	Annually	02.08.2023 Minute 23/126

**BOURTON ON THE WATER PARISH COUNCIL  
HEALTH AND SAFETY POLICY  
AUGUST 2023**

**1. GENERAL STATEMENT OF INTENT**

The Council's policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, councillors, volunteers, contractors, tenants and visitors to Council property and land and to provide such information, instruction, training and supervision as is required for this purpose.

The Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained. The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

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 necessary to fulfil this commitment. Although the Council has only four employees, the principles of the Act and its underpinning Regulations are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities.

When necessary, the Council will seek expert technical advice on health and safety issues to assist the Parish Clerk in fulfilling the council's responsibilities for ensuring safe working conditions.

This policy will be reviewed annually, or as necessary in the interim.

Signed: \_\_\_(Signature redacted)\_\_\_\_\_ Date: 2<sup>nd</sup> August 2023

Councillor A Roberts - Chairman of the Council

## **2. ORGANISATION**

### **2.1 GENERAL**

- The Council as a corporate body has overall responsibility for health and safety matters.
- The Parish Clerk is responsible for providing, or obtaining, suitable advice and guidance on health and safety matters and presenting these to Council for consideration and approval.
- The Parish Clerk produces and updates health and safety policies for approval by Council.
- The Parish Clerk, Assistant Clerk and Caretaker jointly monitor ongoing health and safety matters within the George Moore Community Centre and report any concerns to the Community Centre Committee.
- The Councillors conduct annual health and safety inspections and risk assessments on Council building(s) and land for consideration at Council meetings with agreed actions to be implemented by the Clerk.
- Specialist contractors are employed for more detailed risk assessment and inspections as required eg fire, asbestos management and playground inspections.

### **2.2 INDIVIDUAL RESPONSIBILITIES**

- All employees, councillors, tenants, volunteers, contractors and visitors to Council land and property have a responsibility to take reasonable care of themselves and others and to abide by the Council's published Policies, Rules and Terms & Conditions in every respect.
- The Council undertakes to circulate policies relating to health and safety within the Community Centre to all tenants and room hirers, and to display appropriate signage for visitors to the Council's land and buildings to raise awareness of their responsibilities.

### **2.3 COUNCIL RESPONSIBILITIES**

- To regularly inspect, repair and maintain all buildings, land and equipment in its ownership in a safe working condition to minimise the likelihood of risk;
- To consult insurers and independent experts as required to receive guidance in respect of health and safety issues and good practice, and to implement recommendations.
- To establish policies, as required, to protect and keep safe employees, councillors, contractors, tenants and visitors to Council land and property and to circulate these as necessary.
- To maintain membership of GAPTC to ensure awareness of and compliance with all existing and new legislation relating to health and safety and the administration of Council's business and activities. In addition, the Clerk is a member of the Society of Local Council Clerks who provide advice to Clerks in respect of their work with Councils.

## **3. ARRANGEMENTS**

### **3.1 GENERAL**

The Council will ensure that employees, councillors, contractors, tenants and visitors to Council land and property are aware of the following and undertake to ensure these requirements are complied with:

- Office floors and passages within Council property must not be obstructed.
- Individual care must be taken to avoid slips, trips, falls and collisions.
- All fire exits and emergency routes must be kept clear of obstructions.

- Appropriate Personal Protective Clothing/Equipment must be worn, as necessary for the work in hand.
- No attempt should be made to lift or move anything beyond an individual's capacity. The Clerk should be contacted to make suitable alternative arrangements.
- Litter pickers and protective gloves must be used when handling objects which could cause a risk to health.
- The application of pesticides and other chemicals must not be undertaken without reference and adherence to the manufacturer's instructions and COSHH data.
- Ladders must be inspected prior to use to ensure these are in good condition, and the ladder must be placed securely on level flooring. Appropriate covered footwear with a non-slip sole must be worn when using a ladder and any working with ladders must involve a minimum of two persons. Employees will be instructed in the correct use of ladders, and ladder inspection/training will be recorded.

### **3.2 FIRST AID**

- The Council will comply with the Health & Safety (First Aid) Regulations 1981, which set out its responsibilities in respect of first-aid provision for its employees in the workplace, as well as those for visitors to its building(s).
- In accordance with that legislation and HSE Leaflet INDG214 it has identified the Community Centre as a small workplace (under 25 employees) with a low-risk environment and low-level hazards. However, good practice requires provision to be made for visitors and members of the public. A first aid risk assessment has been completed and staff training in first aid has taken place and further training is planned to ensure sufficient cover.
- The Council will inform tenants and room hirers that they are responsible for their own first-aid arrangements.

### **3.3 COSHH**

- The Council undertakes to maintain a comprehensive COSHH register at all times for reference in an emergency involving chemical substances.

### **3.4 EMPLOYMENT OF CONTRACTORS**

Contractors accepting a contract from the Parish Council shall be deemed to have agreed to comply with the following requirements:

- Contractors will supply and ensure that their employees wear and use protective equipment as identified in their risk assessment and method statements in the interests of health and safety.
- Contractors and their employees will conform to their legal duties and responsibilities as laid down by the Health and Safety at Work etc. Act 1974.
- Contractors will ensure that all equipment, plant machinery and apparatus used are safe and without risk to health and are maintained to a standard that will not constitute an offence under the Act or any associated regulations.
- The Parish Council will retain the right to stop any works and equipment if it is considered that there is a hazard to the health and safety of employees, councillors, other contractors, tenants, visitors or members of the public.
- The Parish Council will be indemnified by the contractor or their insurers in respect of any claims, costs or expenses arising from any incidents.

- The Parish Council may notify an inspector, appointed under the Authority of the Act, of any breach of the regulations.
- Contractors are to ensure that hazards are identified, and measures taken to provide safe working conditions.

### **3.5 RISK ASSESSMENT**

- Regulation 3 of the Management of Health and Safety at Work Regulations 1999 imposes a duty on every employer to make a 'suitable and sufficient assessment' of the risks to which his employees are exposed while they are at work, and of any risks to members of the public (customers, clients, visitors, guests, passers-by) in respect of Council owned land or property. The Council will undertake a Risk Assessment of its land, property and activities annually and circulate/publish as required. The Council has undertaken a comprehensive Risk Assessment of its liabilities and responsibilities in respect of all land and property in its ownership and this is the subject of a separate document, which is reviewed annually.
- The Risk Assessment will identify any and all potential risks inherent in the workplace or on Council owned land or property. The Council will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible, making sure that all employees and relevant persons are made aware of the results of the risk assessment and identified actions.
- The Council will arrange training for its employees, as necessary, to ensure compliance with legislation and adherence to good working practice.
- The Clerk and Assistant Clerk will make reports to the Council in respect of any health and safety issues associated with Council owned land and property in between annual reviews, for Council's soonest consideration and action.
- Please also refer to the relevant individual [Parish Council policies](#).