

# ASTON CLINTON PARISH COUNCIL

## HEALTH AND SAFETY POLICY

*This Document has been prepared as a requirement under Section 2 of the Health and Safety at Work Act 1974 and with the guidance from the National Association of Local Council's Legal Topic Note 23.*

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## **PART 1 - STATEMENT OF INTENT**

### **1. STATEMENT**

- 1.1 Aston Clinton Parish Council (the Council) believes that Health and Safety is an integral part of the discharge of its duties.
- 1.2 The Council therefore intends to meet those responsibilities as far as is reasonably practicable by incorporating good health & safety management within all its operations as directed by this policy.
- 1.3 It is the responsibility of all councillors, employees, volunteers, tenants, and contractors of the Council to be aware of the following policy statements on Health and Safety and of all organisational arrangements made to implement these policies.
- 1.4 The aim of this policy is to:
  - i. Provide and maintain a safe and healthy place of work.
  - ii. Minimise and manage health and safety risks.
  - iii. Provide an organisational structure to define the responsibilities and arrangements, for health and safety.
  - iv. Provide an organisational structure to create working and emergency procedures, related to health and safety.
  - v. Outline the provision of relevant training, information, and supervision.
  - vi. Detail relevant statutory legislation to health and safety to be referred to for guidance.
  - vii. Establish a procedure of review and revision for this policy to ensure health and safety remains effectively managed.

## **PART 2 – RESPONSIBILITIES FOR HEALTH AND SAFETY**

### **2. COUNCIL RESPONSIBILITIES**

- 2.1 In accordance with the requirements of The Health and Safety at Work Act (1974), and The Management of Health and Safety at Work Regulations (1998), the Council accepts its duty to ensure safe place of work and healthy working conditions for its employees.
- 2.2 As an employer, in line with Section 2(1) of the Health and Safety at Work Act, the Council shall provide for its employees:
  - i. The provision and maintenance of safe workspaces, including access and egress, so far as is reasonably practicable, to avoid risks to health.
  - ii. Contracts of employment which are compliant with statutory health and safety.
  - iii. Equipment, articles, personal protective equipment (PPE) and substances that are safe and without risk to health, when used properly, when necessary.
  - iv. Maintenance to equipment used in the execution of their duties, so far as is reasonably practicable.
  - v. Relevant training for required duties.

- vi. A copy of this policy and relevant health and safety documents, legislation, and risk assessments.
  - vii. That arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
- 2.3 The Council also accepts its health and safety responsibilities to other persons including volunteers, tenants, and contractors who work on behalf of the Council, as far as is reasonably practicable.
- 2.4 Considering this, the Council shall ensure that volunteers, tenants, and contractors are:
- i. Informed of its Health and Safety Policy.
  - ii. Given relevant information about its facilities, users, and available equipment to reduce risk to health and safety to themselves and others.
  - iii. Shown the Health and Safety Law poster, as required by The Health and Safety Information for Employees Regulations 1989, Section 4.
  - iv. Not exposed to risks to their health and safety during the execution of their duties and works, as is reasonably practicable.
  - v. Provided proof of the maintenance of Council facilities, where relevant, including access and egress, to avoid risks to health.
  - vi. Asked for proof of their own public liability insurance cover, risk assessments and relevant competency-based training.
  - vii. That arrangements are in place for the safe use, handling, storage, and disposal of all substances and equipment that may endanger health or welfare.
- 2.5 It is the Council's responsibility to make resources available to fulfil the commitment to health and safety of relevant persons. This shall be performed through budgetary allowances and assessment by the Clerk.
- 2.6 It is the Council's responsibility to set up and monitor policies and procedures to mitigate and control any risks that are identified. This shall be enacted by the Clerk when identified.
- 2.7 It is the Council's responsibility to be fully aware of all parts of the policy, and ensure this policy is implemented.
- 2.8 The Council shall review and revise this policy annually, or more frequently should the necessity arise.
- 2.9 The Council shall ensure that a copy of this policy is made visible and available to all employees, volunteers, tenants, and contractors upon request.

### **3. CLERK RESPONSIBILITIES**

3.1 The Clerk (including Assistant Clerk and Administrative Assistant) shall:

- i. Attend to day-to-day matters of Health and Safety on behalf of the Council.
- ii. Ensure this policy is implemented, monitored, developed, and communicated effectively to all persons, employees, volunteers, tenants, and contractors.
- iii. Acquire and keep copies of all risk assessments and proofs of Public Liability Insurance in folders labelled accordingly, of all employees, volunteers, tenants, and contractors which provide services to the Council.
- iv. Ensure all employees, volunteers, tenants, and contractors participate in the development of good working practices.
- v. Ensure all relevant documentation relating to Health and Safety is available.
- vi. Ensure all necessary personal protective equipment is provided to employees, and that training is provided for proper handling, maintenance, and storage.
- vii. Produce risk assessments for the Council's works and activities as and when necessary and review them annually.
- viii. Ensure all accidents, injuries, ill health and 'near miss' incidents are recorded, investigated, and ensure remedial works are performed to reduce risk to health and safety.
- ix. Ensure that safety issues are thoroughly investigated and where necessary, further effective controls implemented and communicated to the Council, employees, volunteers, tenants, and contractors.
- x. Provide research and knowledge regarding the budgetary provision for health and safety.

### **4. EMPLOYEES RESPONSIBILITIES**

4.1 All employees are required to:

- i. Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- ii. Carry out works in compliance with statutory legislation, procedures, and policy to ensure the health and safety of others on and off site.
- iii. Report all accidents, hazards and near misses to the Clerk and Council.
- iv. Co-operate with the Council's instructions relevant to health and safety.
- v. Observe safe standards of behaviour and dress. Where required, wear protective equipment, and use appropriate safety devices provided.

### **5. VOLUNTEERS RESPONSIBILITIES**

5.1 All volunteers are required to:

- i. Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- ii. Carry out works in compliance with statutory legislation, procedures, and policy to ensure the health and safety of others on and off site.
- iii. Report all accidents, hazards and near misses to the Clerk and Council.
- iv. Co-operate with the Council's instructions relevant to health and safety.

- v. Observe safe standards of behaviour and dress. Where required, wear protective equipment, and use appropriate safety devices provided.

## **6. TENANTS RESPONSIBILITIES**

6.1 Section 4(3) of the Health and Safety at Work Act confers additional responsibilities for the Council for the health and safety of non-employees concerned with a premises of the Council, which have a contract or tenancy as stated in Section 2 of this policy.

6.2 All tenants are required to:

- i. To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- ii. Carry out works in compliance with statutory legislation, procedures, and policy to ensure the health and safety of others on and off site.
- iii. Create appropriate evacuation plans for occupants in the event of fire or emergencies.
- iv. Keep record of all accidents, hazards and near misses.
- v. Co-operate with the Council's instructions relevant to health and safety.
- vi. Observe safe standards of behaviour and dress. Where required, wear protective equipment, and use appropriate safety devices provided.
- vii. Inform the Council and Clerk of any risks to health and safety related to their premises or facilities they are tenants of.

## **7. CONTRACTOR RESPONSIBILITIES**

7.1 Sections 3(1) and 3(3) of the Act Health and Safety at Work etc Act 1974 confers additional responsibilities for the Council for the health and safety of non-employees concerned with a premises of the Council.

7.2 All contractors are required to:

- i. Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- ii. Carry out works in compliance with statutory legislation, procedures, and policy to ensure the health and safety of others on and off site.
- iii. Report all accidents, hazards and near misses to the Clerk and Council.
- iv. Co-operate with the Council's instructions relevant to health and safety.
- v. Provide sight of the contractor's own public liability insurance and risk assessments. This includes additional proof of permits, competency and qualifications for specialist works e.g., Asbestos removal, Chainsaw Qualifications.
- vi. Provide details of hazardous articles and substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage, and disposal.
- vii. Provide clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of injury to themselves and others.
- viii. Inform the Council and Clerk of any risks to health and safety related, to or arising, from their works.

## **PART 3 – ARRANGEMENTS FOR HEALTH AND SAFETY**

### **8. GENERAL ARRANGEMENTS**

- 8.1 Arrangements shall be made and enacted to address and achieve the responsibilities to the Council, Clerk, employees, volunteers, tenants, and contractors. Arrangements are also made to reduce risk to health and safety of all persons who use Council facilities or premises.
- 8.2 No work shall be engaged by an employee, volunteers, tenant, or contractor if they lack the technical knowledge or experience to complete a task without danger or injury.
- 8.3 The Council will stop any employee, volunteer, tenant, or contractor from working immediately if their work appears unsafe. Reports of any concerns of unsafe working shall be sent to the Clerk immediately.

### **9. COSHH**

- 9.1 In line with the Control of Substances Hazardous to Health 2002, hazardous substances used by employees, volunteers, tenants, and contractors are to be carefully handled, stored, and transported.
- 9.2 The Council will provide COSHH information through posters where necessary detailing the risks and associated actions required to avoid risks to health from hazardous substances.
- 9.3 Hazardous substances shall be stored correctly by employees and volunteers, when stored on or in Council facilities.
- 9.4 Equipment is to be provided to clean up spillages safely, as well as personal protective equipment required for the handling of hazardous substances.
- 9.5 Spillages are to be reported to the Clerk immediately for remedial actions.
- 9.6 Training for the safe handling, storage, and transport of hazardous substances shall be provided by the Council as is necessary and reasonably practicable.
- 9.7 Appropriate storage facilities for hazardous chemicals shall be provided by the Council.
- 9.8 The use of hazardous substances, as well as the storage and transport of, shall be risk assessed by the Clerk.

### **10. FIRE SAFETY**

- 10.1 To avoid the risk of fire to health and safety of employees, volunteers, tenants, and contractors, the Council and Clerk shall make arrangements to:
- i. Keep sources of ignition and flammable substances apart.
  - ii. Avoid accidental fires through training, good housekeeping and proper usage and storage of flammable substances.
  - iii. Organise PAT tests of electrical appliances in Council facilities, as is necessitated, to reduce risk of electrical fires.
  - iv. Provide, test, and conduct remedial works of fire warning systems e.g. Smoke Alarms.
  - v. Have the correct fire-fighting equipment for putting a fire out quickly including Fire Extinguishers. Fire-fighting equipment shall be maintained and replaced when necessary.

- vi. Always keep fire exits and escape routes clearly marked and unobstructed at all times.
- vii. Provide a fire evacuation drill and training for such drill to employees, volunteers, tenants, and contractors, as is reasonably practicable.
- viii. Provide signage to indicate the fire evacuation procedure, fire exits and escape routes.
- ix. Provide a fire risk assessment of Council facilities to perform remedial works that improve fire safety.

## **11. FIRST AID**

- 11.1 In line with The Health and Safety (First Aid) Regulations 1981, first aid kits shall be provided in all areas owned by the Council.
- 11.2 First aid kits provided shall contain sufficient quantities of first aid materials, of which shall be replaced when expired or used, to ensure full capability.
- 11.3 All accidents or hazardous incidents are to be reported to the Clerk and the Council. These shall be recorded by the Clerk in an accident book and log, to take note of remedial training and works required. This is in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- 11.4 All 'near misses' are to be reported to the Clerk and the Council. These shall be recorded by the Clerk to take note of remedial training and works required.

## **12. RISK ASSESSMENTS**

- 12.1 Production of risk assessments will be co-ordinated by the Clerk for all Council activities, facilities, workspaces, and premises. These assessments will be recorded, monitored, and reviewed regularly.

## **13. INTOXICANTS**

- 13.1 Smoking, use of e-cigarettes and vaping shall only be permitted at designated smoking areas.
- 13.2 No person shall use equipment for works whilst smoking or vaping.
- 13.3 No person shall perform any work for the Council under the influence of alcohol, illegal drugs, or other psychoactive substances ("legal highs").

## **14. PERSONAL SAFETY**

- 14.1 Violence and other threats to personal safety of all persons are to be treated with zero tolerance. Any such incidences are to be reported immediately to the Police. All incidents are to be recorded by the Clerk and relevant training is to be sought to reduce risk.
- 14.2 Anti-social behaviour on Council premises or in Council facilities is treated with zero tolerance given the risk to the health and safety of others. Such incidences shall be immediately reported to the Police and recorded by the Clerk.
- 14.3 CCTV shall be in use in Aston Clinton Park to assess risks to health and safety to all persons using the Council premises. CCTV reports shall be used to aid the Clerk with risk assessing activities and works performed on the premises.

## **15. TRAINING**

- 15.1 Appropriate health and safety training shall be provided by the Council, at discretion and when reasonably practicable. Training shall be organised by the Clerk and recorded.

## **16. WORKPLACE**

- 16.1 The Health and Safety (Display Screen Equipment) Regulations 1992 applies to workers who use Display Screen Equipment daily, for an hour or more at a time. Screen usage of employees shall therefore be risk assessed and reviewed to ensure keeping with this statute.
- i. Regular rest breaks are to be taken, complying with the Working Time Regulations 1998.
  - ii. These breaks are not to be taken at a time that would lead to endangerment of others or damage of property.
  - iii. Breaks are arranged to reduce health impacts from repetitive working such as repetitive stress injuries, fatigue, and stress.
  - iv. These breaks are also to allow time away from screen usage to reduce risk to eyesight as stated in Regulation 4 of the Display Screen Regulations 1992.
- 16.2 Employee workloads are to be assessed by the Clerk and referred to the Council for review. This is in line with Health and Safety Executive advice to assess stress and mental health of employees associated with workloads.

## **17. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- 17.1 The Personal Protective Equipment at Work Regulations 1992 requires that suitable equipment is provided by the Council for employees and volunteers in line with their duties.
- 17.2 Personal protective equipment provided by the Council shall be properly maintained and replaced to avoid failure.
- 17.3 Tasks that require protective equipment shall be risk assessed by the Clerk to evaluate the necessity of the task and instructions.
- 17.4 Training to use protective equipment shall be provided by the Council and organised by the Clerk at discretion and if reasonably practicable.
- 17.5 Requests for protective equipment and replacement may be made to the Council or the Clerk.

## **18. MANUAL HANDLING**

- 18.1 Legislation around manual handling is covered under The Manual Handling Operations Regulation 1992.
- 18.2 The Council and Clerk shall make arrangements to risk assess potential manual handling hazards, e.g. weights of equipment, and ensure that relevant training is provided to employees and volunteers as is reasonably practicable.

## **19. SIGNAGE**

- 19.1 Signage shall be provided to indicate hazards and risks to the health of all persons on and around the Council's premises and facilities.

- 19.2 Assessed risks that arise shall warrant necessary signage for warning and instruction.
- 19.3 The Clerk shall organise for signage to be created and installed as is needed.

## **20. TEMPERATURE AND VENTILATION**

- 20.1 The Workplace (Health, Safety and Welfare) Regulations 1992 require that indoor workspaces are properly ventilated, and temperature controlled to avoid risk to personal health.
- 20.2 The Council shall ensure that all facilities are properly ventilated and can heat or cool to suit those working indoors.
- 20.3 Risk assessments shall be made by the Clerk to assess risk of high or low temperatures and quality of ventilation of indoor workspaces.
- 20.4 Works shall be provided to improve ventilation and temperature control if the need is adequately assessed or asked for. The Clerk shall organise these works with the approval of the Council.

## **21. FACILITIES AND PREMISES**

- 21.1 Remedial works and equipment shall be provided by the Council to reduce the risk of harm to users of Council premises and facilities e.g. Aston Clinton Park. Arrangements for other risks that exist on Council premises and facilities include:
  - 21.2 Annual ROSPA checks of publicly available park equipment shall be provided by the Council with remedial work organised by the Clerk.
  - 21.3 Risk assessments shall be produced by the Clerk for activities and events that involve the public.
  - 21.4 The Clerk shall liaise with the emergency services for advice regarding up-to-date threat levels and adjust all risk assessments and emergency plans accordingly for events of over 100 expected attendees.
  - 21.4 Items that are linked to high levels of risk to health and safety, e.g. gazebos, bouncy castles, shall be independently risk assessed with providers being required to practice required measures for risk reduction.
  - 21.5 Trees on Council premises shall be assessed by annual tree survey and regularly inspected by the Council for risks to health and safety. The Clerk shall organise remedial work to safeguard against hazards.
  - 21.6 Users of Council premises are not to swim in any body of water present. This is to avoid risk of drowning, Weil's disease (through ingestion of infected water) and other injuries.
  - 21.7 Damage to Council property, whether intentional, accidental, or otherwise, shall be immediately reported to the Council and Clerk to assess risk to health and safety arising from it. Remedial work and cordoning off hazards should be undertaken as soon as reasonably practicable.
  - 21.8 Topple tests shall be provided by the Council and organised by the Clerk for all headstones that exist on Council premises. Remedial work and cordoning off hazards should be undertaken as soon as reasonably practicable.
  - 21.9 Slip and trip hazards related to Council premises and facilities shall be risk assessed by the Clerk with areas found dangerous to be cordoned off.

## **22. DOGS**

- 22.1 Dogs are to be allowed on Council premises and in Council facilities, at the discretion of the Council and/or tenants of Council facilities where relevant.
- 22.2 Dog mess is to be removed by owners and placed in dog waste bins.
- 22.3 Unruly dogs are not to be allowed on Council premises, or in Council facilities unless on a lead.
- 22.4 Dangerous dogs, as defined in Sections 1 and 2 of the Dangerous Dogs Act 1991, are not permitted given the risk to health and safety of others. Complaints regarding dogs should be reported to the Council and Clerk.
- 22.5 In line with Section 3 of the Dangerous Dogs Act 1991, attacks by dogs on other persons, animals, or damage to property, shall be immediately reported to the Police and recorded by the Clerk.

## **23. LEGIONELLA**

- 23.1 Where it is deemed necessary, assessments and chlorination services of potable water systems in Council facilities shall be made by a competent contractor, this shall be organised by the Clerk.

## **24. LONE WORKING**

- 24.1 Lone working by employees and volunteers shall be risk assessed on a case-by-case basis. Potential risks to lone workers from specific tasks e.g. working at height or use of equipment, shall be taken into account.
- 24.2 Employees and volunteers shall be encouraged to not attempt lone working when assessed high risk.

## **25 VEHICLES**

- 25.1 Vehicles owned by the Council for use by employees, volunteers, contractors, or councillors; shall be scheduled for regular maintenance as directed by the manufacturer.
- 25.2 Speed limiters on vehicles shall not be adjusted without permission of the Council and the Clerk.
- 25.3 No person shall use vehicles owned by the Council in a reckless or dangerous manner.
- 25.4 No vehicle shall be used on public roads unless holding a valid MOT and third-party insurance.

This policy is to be reviewed annually.

**Further advice is available via the Health and Safety Executive (<https://www.hse.gov.uk>)**