

Yattendon Parish Council

Health and Safety Policy

Version number	1.0	Minute reference	20/21-054
Adopted by	Full Council	Review due	Annually
Date adopted	17 th September 2020	Review date	September 2021

1. General Statement

- 1.1 Yattendon Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for its clerk, employees, councillors, contractors, voluntary helpers and others who may be affected by the activities of the Council.
- 1.2 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.
- 1.3 The Council will seek, as and when appropriate, expert technical advice on Health and Safety.

2. Aims of the Health and Safety at Work Policy

2.1 To provide as far as is reasonably practicable:

- a) A safe place of work and a safe working environment. (The Clerk's home office working environment is addressed in the council's Home Working Policy).
- b) Arrangements for considering, reporting and reviewing matters of Health and Safety, including regular risk assessments of parish council activities.
- c) Systems of operating that are safe and without risks to health.
- d) Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
- e) Sufficient information, instruction and training for the clerk, employees, councillors, contractors and voluntary helpers to carry out their work safely.
- f) Care and attention to the health, safety and welfare of the clerk, employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

3. Arrangements and Responsibilities for Carrying out the Health and Safety Policy

3.1 As the Council's Safety Officer, the Clerk will:

- a) Keep informed of relevant Health and Safety policy legislation.
- b) Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.
- c) Make effective arrangements to implement the Health and Safety Policy.
- d) Ensure that matters of Health and Safety are regularly discussed at Parish Council meetings.
- e) Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments, summarised in the Minutes.
- f) Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements. Ensure that the activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- g) Maintain a central record of notified accidents.
- h) 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.
- i) Act as the contact and liaison point for the Health and Safety Inspectorate.

3.2 The Clerk, Employees, Councillors, contractors and voluntary helpers will:

- a) Familiarise themselves with and cooperate fully with the aims and requirements of the Health and Safety, Lone Working and Home Working Policies.
- b) Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.
- c) Take reasonable care for the Health and Safety of other people who may be affected by their activities.
- d) Report any accidents or hazardous incidents to the Clerk or Chairman.

3.3 Health and Safety at Parish Council Meetings and other events

- a) Meetings usually take place at Yattendon Village Hall. Prior to each meeting, when setting up the room, a safety check should be carried out, in particular to check for slip or trip hazards and that fire exits are not blocked
- b) Meetings at other venues will be risk assessed in advance.
- c) A fully charged mobile phone with a good signal should be available at all meetings to call the emergency services if someone becomes ill, in case of a fire or other emergency.
- d) A risk assessment will be carried out in advance of any other event organised by the Parish Council.

3.4 Parish Council Owned Street Furniture

- a) The Parish Council owned street furniture is inspected by a nominated Councillor, or nominated contractor where applicable, to ensure that there is no damage and it is in a safe condition. If a councillor identifies any faults between meetings, they should be reported to the Clerk.
- b) Details of how members of the public should report faults / damage to this street furniture are displayed on the notice board and website.
- c) The Council will take urgent action to address any safety issues relating to the street furniture they own.

3.5 Travelling on Parish Council Business

- a) If travelling alone take the precautions pertaining to travel in the Lone Working Policy
- b) If Driving:
 - The Health and Safety guidance on driving at work can be accessed at:
 - <http://www.hse.gov.uk/pubns/indg382.pdf>
 - <http://www.hse.gov.uk/roadsafety/practical.htm>
 - Ensure that you are sufficiently fit and healthy to drive
 - Ensure that your vehicle is maintained in a safe condition and fit for the road
 - Take sufficient account of adverse weather conditions
 - Avoid parking in poorly lit and isolated areas
 - Ensure your motor insurance policy covers the activity you are undertaking

3.6 Engaging Contractors

- a) The Council will only engage contractors who are able to demonstrate due regard to health and safety matters.
- b) The Council will ensure that where contractors or sub-contractors are engaged, they must maintain effective control of themselves and those working under them so as to ensure they comply with the responsibilities and duties of the health and safety legislation.
- c) For significant works greater than £2,000 or works with a significant health and safety risk, a written method statement will be required prior to starting works.
- d) For smaller projects, a method statement is not required, however, the Council does require that safe working practices are adhered to and will consider asking for details of what arrangements a contractor has in place to ensure safe working practices.
- e) All contractors will be requested to provide a copy of their public liability insurance. Contractors are requested to have public liability insurance of at least £5 million.

3.7 Volunteers

- a) The Council will only engage volunteers who are able to demonstrate due regard to health and safety matters.
- b) All volunteer activities which involve more than attendance at meetings (e.g. planting bulbs in verges) will be risk assessed.
- c) All volunteers will be given a copy of the Council's Health and Safety Policy and Lone Working Policy if relevant.