CLEEVE PARISH COUNCIL

Here for you.

Cleeve Parish Council adopted the Health and Safety Policy on 8th May 2018

This will be reviewed and agreed annually, latest review 10th May 2022

1. **GENERAL STATEMENT OF POLICY**

1.1 The Parish Council has overall responsibility for health and safety as a corporate body. For Cleeve Parish Council the Clerk has day to day responsibility for ensuring that the Health and Safety Policy is complied with.

1.2 Cleeve Parish Council (the Council) recognises and accepts its responsibility as an employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all its employees, councillors, contractors, voluntary helpers and others who may be affected by the activities of the Council.

1.3 The Council will meet its responsibilities under the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, Health and Safety Regulations 1996 and the Safety Representatives and Safety Committees regulations 1977 (and their subsequent amendments), and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

1.4 The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

1.5 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all those people mentioned in paragraph 1.2, and to provide such information, instruction, training and supervision as they need for this purpose.

1.6 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

1.7 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Council. Although risk assessment / method statements are a continuing process, it will form part of the annual review where necessary.

2. **AIMS OF THE HEALTH AND SAFETY AT WORK POLICY**

2.1. To provide as far as is reasonably practicable:

• A safe place of work and a safe working environment.

• Arrangements for considering, reporting and reviewing matters of Health and Safety at work.

• Systems of work that are safe and without risks to health.

• Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.

• Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.

• Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities

3. **ARRANGEMENTS AND RESPONSIBILITIES FOR HEALTH AND SAFETY POLICY AT WORK**

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

• Keep informed of relevant Health and Safety policy legislation.

• Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.

• Make effective arrangements to implement the Health and Safety at Work Policy.

• Ensure that matters of Health and Safety are discussed at meetings of the Parish Council when appropriate.

• Ensure that risk assessments are carried out as appropriate and that any required action is taken. 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 Council’s Health and Safety 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 in the Clerk’s office.

• 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 Inspectorate.

4. **RESPONSIBILITIES – all employees, councillors, volunteer helpers and contractors are required to:**

4.1 Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety

4.2 Contractors should note the additional requirements of Appendix 1.

4.3 Take reasonable care for their own Health and Safety, to use appropriate personal protective equipment and, where appropriate, ensure that appropriate First Aid materials are available.

4.4 Take reasonable care for the Health and Safety of other people who may be affected by their activities.

4.5 Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety unless for maintenance.

4.6 Not misuse any plant, equipment tools or materials so as to cause risks to Health and Safety.

4.7 Report any accidents or hazardous incidents to the Clerk.

5. **FIRST AID**

5.1 Cleeve Parish Council is not responsible for any first aid boxes.

The Parish Council is custodian of Defibrillator situated at the Village Hall.

6**. FIRE SAFETY**

The Parish Council does not have direct responsibility for fire safety.

7. **TRAINING**

The Parish Clerk has overall responsibility for organising Health and Safety training.

8. **REPORTING AND RECORDING ACCIDENTS**

Accidents shall be reported to the Parish Clerk who will record them in the Accidents Record Book.

9**. SMOKING**

Smoking is not allowed at any Parish Council function or organised activity.

10. **OFFICES HEATING, LIGHTING AND VENTILATION**

10.1. Cleeve Parish Council do not have a Parish Office, the clerk works from home and for meetings the Cleeve Village Hall is rented. The fire procedure set out by the village hall is complied with.

10.2. Office lighting. Clerks desk should be placed to gain the maximum amount of light taking into account the use of IT equipment. Freestanding desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

11. **ELECTRICAL EQUIPMENT**

11.1. All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635) and its subsequent amendments.

11.2. Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.

11.3. Only electrical equipment approved by the Council shall be used which must be annually PA tested. Electric points must not be overloaded by means of multi-adaptors.

11.4. Equipment that is known to be defective must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent, and authorised by the Clerk to do so.

12. **FURNITURE, FITTINGS AND EQUIPMENT**

12.1. Heavy equipment and furniture must not be moved by individuals.

12.2. Office equipment whether manually or electrically operated, must not be used by unauthorised, or untrained personnel.

12.3. Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected annually to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used unless the damage is cosmetic.

12.4. High shelves should only be reached through the use of steps provided for that purpose.

13. **FIRE PRECAUTIONS**

13.1. All staff must be made fully conversant with the "Fire Alert" system displayed in the village hall.

13.2. Exit corridors must be kept clear at all times.

14. **GROUNDS MAINTENANCE**

14.1. Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment shall operate machinery or equipment.

14.2. All moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.

14.3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.

14.4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may be able to interfere with it.

14.5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.

14.6. Fuel tanks must only be filled in the open, with the engine stopped. No naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can. Fuel may only be stored in a safety can of a type approved for such use, and in a store designated by the Fire Officer (the Clerk).

14.7. The manufacturer's instructions regarding the safe use of machines and chemicals must be adhered to at all times.

14.8. Appropriate protective equipment such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.

14.9. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.

15. **Green Spaces**

The Council will ensure that Pound Green, Millennium Gardens and Cleeve Quarry, Plunder Street are kept as safe environments.

Appendix 1 **NOTICE TO CONTRACTORS** For Cleeve Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to the following :

1. You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974 (and its subsequent amendments), and relevant statutory provisions.

2. The Council will retain the right to stop any operation and or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety or health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action. In the event of the Council exercising this right, your site representative will be notified verbally by the Clerk who will also supply written confirmation of the stoppage requirement.

3. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.

4. The Council will notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

Amended Feb 2021 to include Cleeve Quarry, Plunder Street under Section 15.

Amended May 2022 to include defibrillator at the Village Hall under Section 5.