

WESTERLEIGH & COALPIT HEATH PARISH COUNCIL – HEALTH & SAFETY POLICY

This policy was first approved by Westerleigh Parish Council on 10th October 2022. It is reviewed annually in June.

Part 1: Introduction

This is the Health and Safety Policy Statement of Westerleigh & Coalpit Heath Parish Council.

Westerleigh & Coalpit Heath Parish Council recognises and accepts its responsibility for providing a safe and healthy environment for its councillors, employees, volunteers, visitors and for anyone affected by its activities.

The Council will meet its responsibilities under the Health and Safety at Work etc. Act 1974 and commit appropriate resources to manage health and safety. It will also ensure that it has appropriate insurance cover (i.e. public liability and employers liability).

Our statement of general policy, below, is based upon that required by virtue of the Health and Safety at Work etc. Act 1974. Although the Council has only two employees, the principles of the Act and its underpinning Regulations as later published, are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities.

Our statement of general policy is:

- To control health and safety risks arising from our activities;
- To prevent accidents and activity-related ill health as far as is reasonably practicable;
- To provide and maintain safe equipment;
- To provide sufficient information, instruction, and supervision of councillors, employees, volunteers, contractors, hirers and visitors as far as is reasonably practicable;
- To ensure all councillors, employees and volunteers are competent in their Council-related activities, and to provide adequate training and equipment as far as is reasonably practicable;
- To implement arrangements for considering, reporting and reviewing health and safety matters including regular risk assessments of all Council activities;
- To obtain specialist technical advice and assistance on matters of health and safety when necessary;
- To consult with our employees on matters affecting their health and safety;
- To review and revise this policy as necessary at regular intervals, but at least annually.

Part 2 - Responsibilities for health and safety

Overall and final responsibility for health and safety:

The Chair and the Parish Clerk.

Day-to-day responsibility for ensuring this policy is put into practice:

The Parish Clerk.

To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas:

Councillors, Full Council – policy, monitoring, review

Parish Clerk – risk assessment, monitoring, reporting to Council and HSE (Health and Safety Executive), recording accidents, consulting employees, work-related ill-health, arranging instruction/ training, monitoring contractors

Lake Manager (licensee) – day-to-day management of health and safety at Bitterwell Lake including; maintaining equipment, safety, reporting concerns, emergency procedures, supervision of customers and visitors, reporting accidents, first aid.

Inspection and maintenance contractor – weekly inspections of play areas and bus stops, reporting concerns, maintaining equipment.

All councillors, employees, volunteers, contractors and hirers should:

- Co-operate with the Parish Clerk on health and safety matters.
- Take reasonable care of their own health and safety.
- Have responsibility for properly using any safety equipment involved in their work.
- Report all health and safety concerns (including accidents and near miss incidents) to the Parish Clerk.

Part 3: Arrangements for health and safety

Risk assessment

- Risk assessments will be co-ordinated by the Parish Clerk for all Parish Council facilities/ activities.
- Protective measures will be put in place.
- Risk assessments will be recorded, noted by Full Council/ the Environment & Leisure Committee and reviewed when conditions change.

Training

- Employees, councillors, volunteers, contractors and hirers will receive a copy of this Health and Safety Policy and be made aware of their responsibilities with regard to health and safety. Opportunity will be given, if requested, to discuss this policy on an individual basis to ensure that it is fully understood and implemented
- Appropriate training and equipment for employees, councillors and volunteers will be provided as identified through risk assessments.
- No employee or volunteer shall engage in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless they possess such knowledge or experience, or are under supervision of a competent person.

Monitoring

- Full Council has oversight of health and safety issues, receives regular updates from the Parish Clerk and reviews annual inspections, health and safety matters and policy.
- Full Council/ the Environment & Leisure Committee will make recommendations as required.

Safety inspections

- Weekly safety inspections of the Council's play areas and bus stops are carried out by a qualified contractor. Defects/ items for attention are rectified by the contractor immediately, or reported to the Parish Clerk to action repairs.
- Defibrillators are checked weekly by host venues and monthly by the Parish Clerk. They are registered with the ambulance service and AED Donate and emergency services who will notify the Parish Clerk immediately if checks/ actions are required.
- Council bins are emptied weekly by a contractor, who alerts the Clerk to any defects/ items for attention, which are then actioned.
- Other Council assets (benches, war memorials) are inspected annually. Defects/ items for attention are actioned by the Parish Clerk.
- Play Areas are inspected annually by a specialist qualified contractor. The Parish Clerk actions required repairs. The aerial runway at Newman Field is inspected annually by a specialist contractor.
- An annual gas safety check of the lake chalet (rented) is carried out by a qualified contractor.
- Tree condition reports are carried out at the recommended intervals by a qualified contractor. The Parish Clerk actions required tree works.

Accident reporting

- The Parish Clerk should be notified as soon as possible if an accident (or near miss) occurs to anyone on Council business or on Council premises. This includes councillors, employees, volunteers, contractors, hirers and visitors. A form in the accident book will be completed. (It is recognised that accidents involving visitors may not be reported).
- The Parish Clerk will ensure that the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with.
- Where required, accidents and near misses shall be investigated by the Parish Clerk and remedial actions recommended to Full Council/ the Environment & Leisure Committee where necessary.

Violence/ Personal safety

- Lone employees should not arrange to meet unknown contacts except in public places. Employees should provide details to another person of where they are going, the purpose of the visit and their anticipated time of return. Employees should check in on their return. If employees do not check in as expected the other person should contact them by phone.
- Aggressive situations - So as to avoid violence or aggression from members of the public or contractors, any employees or volunteers should avoid getting into a confrontational situation. Always remain polite and remove themselves from situations that may be potentially dangerous. Any incidents should be reported to the Clerk who may call the police, if it is considered necessary.

Organisations hiring outdoor facilities

- Hirers must carry public liability insurance of £5m.
- Hirers must provide written risk assessments where necessary.
- All equipment brought onto site must be safe.
- Any injury sustained whilst on site must be reported to the Parish Clerk immediately.

Contractors

- Contractors must carry public liability insurance of £5m.

- Contractors must provide written risk assessments and method statements where necessary, before commencing work for or on behalf of the Parish Council.
- All work must be carried out in compliance with statutory legislation and Codes of Practice to ensure the health and safety of their own employees and others.
- All tools and equipment brought onto site must be safe. All necessary guards and safety devices must be in place and necessary certificates must be available for checking.
- Any injury sustained whilst on site must be reported to the Parish Clerk immediately.