Old Bolingbroke with Hareby Parish Council Health and Safety Policy

1. GENERAL STATEMENT OF POLICY

1.1 It is the policy of the Council to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and councillors and to provide such information, instruction, training and supervision as they need for this purpose.

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

1.3 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 annually.

2. OVERALL RESPONSIBILITIES

2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of Old Bolingbroke with Hareby Parish Council.

2.2 All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.3 Whenever an employee or Councillor notices a health or safety problem which they are not able to put right, they must inform the Clerk.

3. CLERK'S RESPONSIBILITIES

The clerk will:

3.1 Ensure all employees have the opportunity to participate in the development of good working practices, have all relevant documentation relating to Health and Safety available, receive training where relevant and are provided with the necessary information to undertake their duties safely.

3.2 Ensure all necessary personal protective equipment is provided to employees, that they are trained in its use and proper maintenance and storage.

3.3 Encourage all staff to set a high standard of health and safety management.

4. REPORTING AND RECORDING ACCIDENTS

4.1 Accidents shall be recorded in the Accident Record Book and the Clerk informed.

5 MANUAL HANDLING

5.1 No employee is expected to lift over 25kg without assistance. All staff that may be involved in physical handling will be trained in the correct procedures to adopt.

6. DISPLAY SCREEN EQUIPMENT (DSE)

6.1 All employees are to receive training in the correct use of DSE's.

7.PLAY AREA EQUIPMENT

7.1 Playground equipment is to be inspected at least every second month and the necessary form completed.
7.2 Any defect must be reported to the Clerk immediately.
7.3 An annual survey and report is to be carried out by a qualified contractor. Recommendations made in the report must be brought to the attention of the Council and appropriate action taken.

8. FEMALE WORKERS OF CHILD BEARING AGE

8.1 Any person in this category should notify the Council so that a risk assessment may be carried out.

9. CONTRACTORS

9.1 All contractors to comply with the necessary health and safety standards and clerk to request a copy of their public liability insurance cover.

10. FIRE SAFETY

10.1 The Ramsden Hall Management Committee has responsibility to carry out a fire safety risk assessment as part of its overall Health and Safety Risk Assessment. The Parish Council as Sole Charity Trustee to have sight of this document.

11. TRAINING

11.1 The Council has overall responsibility for training.

11.2 All newly appointed staff and Councillors will be given a copy of the Council's Health and Safety Policy and Code of Conduct.

12. RISK ASSESSMENTS

12.1 To abide by Section 3 of the Health and Safety at Work Regulations 1999, the Clerk will conduct an annual risk assessment of all its activities. This will follow the Health and Safety Executive's five steps to control health and safety risks, that is:

a identify hazards
b assess the risks
c control the risks
d record your findings
e review the controls.

12.2 In line with Section 7 of the Health and Safety at Work Regulations 1999, Old Bolingbroke with Hareby Parish Council will appoint the Clerk to assist in undertaking the necessary measures to comply with statutory requirements. The council shall ensure the time available for the Clerk to fulfil their functions and the means at their disposal are adequate with regard to the size of the undertaking, the risks to which employees are exposed and the distribution of those risks throughout the undertaking.

13. PERSONAL SAFETY OF STAFF AND COUNCILLORS

13.1 Employees and councillors should take reasonable care of themselves and follow the rules and procedures designed for safe working.

13.2 When lone working away from normal place of work, employees should carry a mobile phone at all times.

13.3 Councillors and employees should ensure that someone knows where they are going if on Council business and when they are expected back.

13.4 All meetings with members of the public should be by appointment only and held at Ramsden Hall. The Chair and Clerk should be made aware of appointments.

13.5 All instances of abuse by a member of the public should be reported and support offered to the staff member or councillor if necessary.

13.6 The Chair of an evening meeting is responsible for ensuring staff are not left alone at the meeting venue.

13.7 The Chair of a meeting is responsible for ensuring that the meeting place is left in a secure and appropriate manner.

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