

East Hoathly with Halland Parish Council - Health and Safety Policy – The Pavillion

East Hoathly with Halland Parish Council is committed to ensuring the health and safety of everyone who works for the organisation and also of everyone who may be affected by the Company's work activities, including visitors, clients, contractors, and the general public.

This policy sets out the arrangements that are necessary to achieve the above while complying with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other applicable legislation.

We will ensure, so far as is reasonably practicable, that:

- Safe equipment is provided and safe systems of work are devised and implemented
- Adequate arrangements are in place for the safe use, handling, storage and transport of materials, substances and equipment
- Sufficient information, instruction, training and supervision is given to ensure the health and safety of employees/operatives and others affected by their actions
- A safe workplace, including a safe means of entering and leaving workplaces, is provided and maintained
- The working environment is without risks to health and adequate welfare facilities are provided

The organisation will provide the necessary resources in terms of finance, labour resources and time to meet the requirements of this policy.

It is our policy to consult with employees on health and safety issues before updating or modifying any part of the health and safety policy and to provide training and information, as appropriate. The organisation will do as much as is reasonably practicable to ensure that health and safety arrangements are adequately resourced at all times.

This policy can only be successful with the active co-operation of employees who have responsibility for taking care of themselves and others, following safe working procedures and reporting any safety issues as soon as possible.

This policy will be reviewed annually and revised as necessary in response to changes in legislation or methods of working.

Signed: Malcolm Ramsden

Name / Position: Clerk to East Hoathly with Halland Parish Council

Date : 18th January, 2024

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Responsibilities

As the employer the Parish Council has overall responsibility for health and safety.

(1) Responsibility:

- Day-to-day tasks at the Pavillion are managed by the Parish Clerk.
- Day-to-day tasks at the Pavillion and on site are managed by the Caretaker

(2) Staff will be kept informed about health and safety matters: on a quarterly basis but they are still the overall responsibility of those named under point one. Delegation for specific task will be made to individuals within the organisation, by workplace area or by topic under point 3.

Responsibilities will be clearly set so that if there are any health and safety concerns, they can be reported to the right person or ultimately the Parish Clerk.

Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate to help the Parish Clerk comply with the law.

Control of Health and Safety Arrangements

(1) Overall and final responsibility for health and safety is that of all staff individual and as a collective.

- East Hoathly with Halland Parish Council

(2) Day-to-day responsibility for ensuring this policy is put into practise is delegated to

- Parish Clerk

(3) To ensure health and safety standards are maintained/improved, the following people have responsibility in the following area

Name	Responsibility
Pavillion:	Parish Clerk – Malcolm Ramsden
Pavillion:	Caretaker – Alex Freezer
Outside Activities:	Caretaker – Alex Freezer
Out of office hours:	Caretaker – Alex Freezer

(4) All employees have to:

- Comply with the Company Health and Safety Policy, risk assessments and other documented procedures
- Co-operate with the Parish Clerk on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take responsible care of their own health and safety; and

- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities

It is the policy of the Parish Council to comply with the statutory requirement for risk assessment as required by the Management of Health & Safety at Work Regulations.

The organisation will carry out suitable risk assessments for the premises and activities carried out by the Company and significant risks will be identified, documented and risks reduced to the lowest level, so far as is reasonably practicable.

Risk assessments will be reviewed:

- At an agreed review date, normally annually
- When there are any changes to equipment or procedures
- When there are changes because of new or revised legislation
- Following any accident or incident

(1) Arrangements for undertaking risk assessments.

- Pavillion assessment to be conducted by Parish Clerk.
- Pavillion landholdings/tasks assessments by caretaker.

(2) Risk assessments will be reviewed by;

Parish Clerk

(3) The findings of the risk assessments will be approved by;

Parish Clerk

(4) Action required to remove/control risks will be approved by;

- Parish Clerk
- Parish Clerk will be responsible for ensuring the action required is implemented.
- Parish Clerk will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed annually by Parish Council or when the work activity changes, whichever is soonest.

(5) Consultation with employees

The Parish Clerk will consult with employees delegated with special tasks. Consultation with employees is to be provided by Parish Clerk through regular staff meetings.

(6) Safe plant and equipment and Parish Council Facilities

- Pavillion & outside areas – The Caretaker will be responsible for identifying all equipment/plant maintenance. Any problems found with plant/equipment should be reported to Responsible Finance Officer. The Caretaker and Responsible Finance Officer (will check that new plant and equipment meets health and safety standards before it is purchased.
- Parish Council – Responsible Finance Officer will be responsible for day to day running of Parish Council. The Parish Clerk will be responsible for ensuring effective maintenance of the Parish Council in liaison with the Responsible Finance Officer.
- Parish Clerk will be responsible for ensuring that all identified maintenance as per above is implemented.

Safe handling and use of substances

A Substances Hazardous to Health Regulations 2002 (as amended) (COSHH) assessment must be undertaken by the Caretaker. To ensure the principles of the document are implemented the following delegations will apply;

- Outside areas – Caretaker – Alex Freezer
- Pavillion - Responsible Finance Officer in liaison with the Caretaker will be responsible for identifying all substances which need a COSHH assessment.
- Caretaker will be responsible for undertaking COSHH assessments and will be responsible for ensuring that all actions identified in the assessments are implemented.
- Caretaker will be responsible for ensuring that all relevant employees are informed about the COSHH assessments and will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every quarter or when the work activity changes, whichever is soonest.

Information, instruction and supervision

The Health and Safety Law poster is to be displayed at the entrance to reception

Health and Safety advice is available from Parish Clerk, Responsible Finance Officer and Caretaker. Supervision of work experience /trainees will be arranged/undertaken/monitored by Parish Clerk.

Parish Clerk is responsible for ensuring that our employees working at locations under the control of other employees are given relevant health and safety information.

Competency for tasks and training

All employees are to be given health and safety induction training when they start work, which should cover basics such as first aid and fire safety. There should also be job-specific health and safety training. You also have to provide training if risks change, and refresher training when skills are not frequently used.

Induction training will be provided for all employees by Caretaker and Parish Clerk.

Job-specific training will be provided by Caretaker and Parish Clerk as required.

Training records are kept at/by

Parish Clerk – Pavillion, office and Caretaker are to be available on the Parish Council's shared computer drive

Training will be identified, arranged and monitored by

Parish Clerk, Responsible Finance Officer

Accidents, first aid and work-related ill health

Employees must receive specialist health surveillance for certain work. Your COSHH assessments will identify where this specialist health surveillance is needed. You should note down your first-aid arrangements here.

Health surveillance is required for employees doing the following jobs

- All jobs undertaken by Caretaker will be monitored by individual risk assessments.
- Health surveillance will be arranged by the Responsible Finance Officer in conjunction with the Caretaker. This will be overseen by the Parish Clerk.
- Health surveillance records will be kept by/at
- Office staff and monitored by the Clerk
 - The first-aid box(es) is/are kept at;
 - The Pavillion

The appointment person(s)/first aider(s) is/are:

Trained:

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by the front office staff who are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or your local authority depending upon where you work).

Monitoring

The Parish Council will demonstrate it is monitoring health and safety by actively doing spot check visits, or reactively, eg by investigating any accidents or ill health and record instances along with the procedures to investigate the incident.

Parish Clerk is responsible for investigating accidents.

Parish Clerk is responsible for investigating work-related causes of sickness absences

Parish Clerk is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

Recording of emergency procedures, how often they are checked and who by whom will be monitored by the Parish Clerk.

The Parish Clerk is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by staff, each morning

Fire extinguishers are maintained and checked annually by external contractors.

Alarms are tested weekly by the caretaker.

Emergency evacuation will be tested every bi-monthly.

Other matters to consider

a) Electricity

The Parish Council will ensure that arrangements are in place to test, maintain and compile records of the electrical safety of portable equipment, fixed installations, electrical tools, appliances and electrical work activities. Portable electrical equipment will be PAT tested annually and the fixed electrical installations will be checked by qualified electricians every 5 years. Where possible, electrical equipment will be switched off overnight. Employees must not use any unauthorised electrical appliances or extension leads and must report immediately any defects and damage to equipment, plugs or cables to the Parish Clerk/Caretaker or Responsible Finance Officer.

b) Fire is covered in the staff and hirers fire procedure documentation found on the premises and maintained by the Parish Clerk.

c) Asbestos in the premises

The Parish Council will ensure that arrangements are in place to identify, record, manage, inspect and review the type and location of asbestos material in all Council owned or managed premises. Information must be conveyed to any employee and contractor who may be exposed to asbestos fibres in the course of their work. Regular inspections will be undertaken to ensure that asbestos material is not damaged. Where necessary, the Council will use only contractors who have been licensed by the Health and Safety Executive to work on, remove and dispose of asbestos containing material.

d) Managing Contractors

The Parish Council is aware of its duties as Client under the Construction (Design & Management) Regulations 2015. The Council will ensure that persons carrying out contracted work on Parish Council premises, land or structures are assessed prior to commencement of the work in respect of their health and safety competence and, in

particular, their arrangements for working safely. This will include checks of their construction phase plan, risk assessments, method statements, safe systems of work and previous accident records and enforcement history. In addition, they will be provided with a copy of the Parish Council's Contractors' Code of Conduct and Safety Rules that they must sign and return to show that they agree to comply with the content therein.

e) Maintenance / Repairs / Minor Project Work

The Parish Council is aware of its duties as Contractor / Principal Contractor under the Construction (Design & Management) Regulations 2015, when undertaking maintenance, repairs and minor construction project. The Parish Council will plan, manage and monitor own work and that of workers and subcontractors, and co-operate and co-ordinate activities with the other duty holders.

The Parish Council will ensure that employees undertaking maintenance / repair / project work are trained and competent to undertake their work safely, and are appropriately supervised. They will be given a briefing about the work, as required, and commensurate with the risks involved.

The Parish Council will ensure a Construction Phase Plan is prepared for project work.

The specific requirements in Part 4 of the CDM Regulations will be complied with.

f) RIDDOR reporting

RIDDOR means the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, which came into force on 1 April 2013. Reporting accidents and ill health at work is a legal requirement. The information enables the enforcing authorities to identify where and how risks arise and to investigate serious accidents. The enforcing authorities can then help and advise you on preventive action to reduce injury, ill health and accidental loss - much of which is uninsurable. Reportable accidents / incidents must be brought to the attention of the Parish Clerk.

In the case of an over 7 day injury the Parish Clerk will ensure that the HSE Incident Contact Centre is notified within 15 days of the incident using the online form at website. www.hse.gov.uk/riddor/report.htm .

In the case of a reportable occupational health condition the Parish Clerk will ensure that the HSE Incident Contact Centre is notified as soon as possible after diagnosis of the occupational health condition using the online form at website. www.hse.gov.uk/riddor/report.htm.

In the case of a fatality or specified injury to worker the Parish Clerk will ensure that the HSE Incident Contact Centre is notified as soon as possible by phone on 0345 300 9923 or using the online reporting facility www.hse.gov.uk/riddor/report.htm. In the case of notification by telephone, a report must be submitted within 10 days.

In the case of a dangerous occurrence or injury to the public requiring immediate treatment at a hospital, the Parish Clerk will ensure that the HSE Incident Contact Centre is notified as soon as possible using the online reporting facility www.hse.gov.uk/riddor/report.htm.

The Parish Clerk will ensure a copy of any reportable injury, disease or dangerous occurrence report is kept on file in the office and retained for a minimum of three years. The report will include the date and method of reporting, the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease.

The council accepts that failure to report these types of accidents or incidents could result in a criminal prosecution.

For more information about RIDDOR and specific criteria for reporting refer at website www.hse.gov.uk/riddor/ .

g) Manual handling

The Parish Council will provide arrangements to ensure that any significant risk arising from manual handling activities by employees is avoided. Where this is not possible, an assessment will be undertaken to identify those at risk, training will be provided and safe systems of work developed to minimise the risks (e.g. mechanising the activity, providing assistance for the task). These assessments will be reviewed regularly and revised where necessary.

h) Display Screen equipment

The Health and Safety (Display Screen Equipment) Regulations 1992. These Regulations deal with the Health and Safety requirements when working with Display Screen Equipment (DSE). They are intended to protect staff who habitually use DSE as a significant part of their work. They are concerned not only with the effect that display screens may have on eyesight, but also the prevention of muscle and joint problems due to poor job and workplace design, and the physical and mental stress caused by prolonged continuous use. This may mean, if the workstation assessment finds it necessary, the provision of new chairs, footstools, document holders etc or the revision of work patterns and assurance that any new DSE equipment is suitable.

The Parish Clerk and/or designated Health and Safety Officer will need to make arrangements to:-

- * assess workstations and reduce risks to Health and Safety;
- * ensure that workstations meet minimum requirements;
- * plan work to ensure breaks or changes of activity occur during prolonged use;
- * arrange for eye tests if required by staff who qualify and if necessary provide corrective glasses needed specifically and solely for use with DSE;
- * provide information and training for DSE users.

All of the above should be carried out in accordance with The Code Of Practice Held Centrally. All employees have a duty to:-

- * inform their employer of any medical condition that may affect, or be affected by, their use of DSE;

* ensure that workstations and DSE are suitably adjusted so as to minimise Health and Safety risks.

i) Personal protective equipment

The Personal Protective Equipment At Work Regulations. The management of Health and Safety at Work Regulations 1992 require employers to identify and assess the risks to Health and Safety present in the workplace, so enabling the most appropriate means of reducing those risks to an acceptable level to be determined. There is in effect a hierarchy of control measures, and PPE should always be regarded as the "last resort" to protect against risks; engineering controls and safe systems of work should always be considered first. However, in some circumstances PPE will still be needed to control the risk adequately, and these Regulations will then take effect. The Parish Clerk will need to:-

- * assess the need for PPE;
- * select the most suitable PPE;
- * provide, maintain and store PPE correctly, and replace it as necessary;
- * ensure that information, instruction and training is given;
- * ensure proper use and the reporting of loss or defect of PPE.

All employees have a duty to:-

- * ensure that they use, maintain and store PPE in accordance with any instructions or training which they have received.

j) Driving at work

When you are driving, riding a motorcycle or bicycle on a work-related journey, you are effectively at work. Whilst the Parish Council has a responsibility under the Health and Safety at Work Act 1974 to ensure, so far as reasonably practicable, your health and safety while at work, you also have a responsibility to ensure that you do not put others at risk when you are driving for work. You should not drive if you feel unfit to do so, for example if you are tired, unwell, have certain medical conditions or are taking medication that may affect your ability to drive. You must never drive whilst under the influence of alcohol. In addition, you must comply with all Road Traffic Acts and the Highway Code and the Department of Transport 'Driving at Work Manual', which has been provided to staff. Your vehicle must be roadworthy. MOT'd and insured,

k) Pregnant women

The Parish Council will require workers to tell us at an early stage if they are pregnant or a nursing mother. The Parish Clerk will carry out an assessment of the affected worker considering their work activities and will identify appropriate controls to ensure her safety. Where her condition puts her at specific risk from substances or activities and this cannot be controlled by other means changes to her role will be considered. Nursing mothers will be supported by offering suitable facilities and changes to their work pattern.

l) Violence & Aggression

The Parish Council will take all reasonably practicable steps to ensure that its employees are not subjected to violence or aggression while carrying out their work. Arrangements will be established to minimise the risk including, inter alia, providing training for all employees at risk; monitoring employees in potentially dangerous situations and providing them with appropriate support and means of communication to colleagues. All incidents of violence or aggression, verbal abuse and sexual or racial harassment should be recorded.

m) Workplace Stress

The Parish Council will ensure, so far as is reasonably practicable, that no member of staff is subjected to a level of stress due to work, which is detrimental to their health. All employees are encouraged to report any concerns to the Parish Clerk who will take steps to deal with the matter. The Parish Council aims to create an environment where, if workplace stress does occur, it can be dealt with openly and fairly. The Parish Council also commits itself to investigating all claims of ill health due to workplace stress to ensure appropriate action is taken to prevent any recurrence of the situation.

n) Working at Height

Under the Work at Height Regulations, the Parish Council has a legal requirement to ensure that employees remain safe when working at height. It is the policy of the Parish Council to avoid working at height if possible. If work at height cannot be avoided, then priority will be given to the provision of equipment that prevents falls (ie towers, MEWPs). Ladders and stepladders may be used, but only after having first considered the possibility of using safe working platforms and after having fully assessed the risks associated with undertaking the work from ladders and stepladders.

Where working at height is necessary, the management will ensure that:

- All work at height is properly planned and organised
- Those involved in working at height are competent
- The risks from work at height are assessed and appropriate work equipment is selected and used
- The risks from fragile surfaces are properly controlled
- The risks of falling objects are minimised
- Equipment for working at height is properly inspected and maintained
- People are prevented from entering danger areas below any working at height activity

Any equipment used for working at height will be regularly inspected and maintained and users of the equipment will receive information, training and instruction in the safe use of the equipment.

It is Parish Council policy to use ladders and step ladders only when other safer means of access are not practicable and where the work is light and short term (i.e. less than 30 minutes at a time). The Council will ensure that only Class 1 or EN131 ladders or step ladders are used. Ladders and step ladders will be stored in a safe place when not in use and the Parish Council will only permit authorised employees to use the equipment.

o) Work Equipment

It is the policy of the Parish Council to comply with the Provision and Use of Work Equipment Regulations. It will endeavour to ensure that all work equipment used in the work place is safe and suitable for the purpose for which it is used.

Work equipment will be procured from reputable companies and will be CE marked and clearly marked with health and safety warnings where appropriate.

Risk assessments will be undertaken for the use of work equipment.

All employees will be provided with adequate information and training to enable them to use work equipment safely. Some work equipment will be restricted to use by authorised persons.

Where equipment has been provided with safety features (ie guards and interlocks), the safety features will be kept in good working order and used at all times. Work equipment will be inspected and maintained in accordance with the manufacturer's instructions or statutory requirements.

Acknowledgement of receipt

Date received:

Version received (see front cover):

Name:

Job Title:

I have received a copy of the Parish Council's Health & Safety Policy. I confirm that I shall read, ensure that I understand its contents and comply with the procedures and rules contained therein.

Signature:

Date:

NB. Please complete this form and return it to the Parish Clerk for inclusion on your personal file.