



Statement of Intent

Findern Parish Council recognises its duties under the Health and Safety at Work Act 1974 and the subsequent regulations. We believe that health and safety is an integral part of our commitment to the public and it will be given equal priority with all other aspects of our pursuits to meet the satisfaction of the people living in the Parish of Findern. Implementation of this Policy will be through the elected Findern Parish Councillors, with the involvement of Parish Council Employees; this will ensure that we meet as a minimum standard the letter and spirit of the law.

The Parish Council will operate in such a way that it safeguards the health, safety and welfare of its Employees, Councillors, Volunteers, Contractors and the Public alike, who may be affected by its activities, as far as is reasonably practicable. The objective being to achieve and maintain “zero” accidents and work-related illnesses within all areas of our pursuits.

Findern Parish Councillors will be responsible for encouraging safe working practices amongst its Employees, Councillors, Volunteers and Contractors. They will also provide the means to enable its Employees, Councillors, Volunteers and Contractors to work safely in a healthy environment with suitable facilities; this will be achieved by ensuring that all equipment and facilities are maintained in such a way that they are without risk of injury or ill health – so far as is reasonably practicable. Risk Assessments and regular Workplace Inspections will be used to identify hazards and control risks within this working environment.

The Parish Council will provide training, information, instruction, and supervision to its Employees so as to ensure that it is in line with the health and safety requirements of their roles.

All Employees will be required to exercise personal responsibility in complying with and adhering to the Parish Council's Health & Safety Policy and working practices. They will do everything possible to protect the health and safety of themselves and others who could be affected by their acts or omissions. They will be expected to co-operate with the Parish Councillors or any other authorised person/s to enable them to comply with any duty or responsibility imposed on them by, or under, any relevant statutory provisions.

Contractors will also be required to operate according to all appropriate legislative requirements, use ACOP's in-line with health & safety guidelines and Findern Parish Council's Policies and Procedures.

The Parish Councillors are committed to monitor the effectiveness of their Health & Safety Policy and Procedures. These will be reviewed annually, unless circumstances dictate that they should be reviewed more frequently. Subsequently, any necessary updates to the Policy and Procedures will be made.

Signed by the Clerk:

Signed by the Chairman:

Approved at the Parish Council meeting held on: 10 September 2020

Organisation & Responsibilities

The Parish Council is made up of ten Councillors including a Chairperson and is supported by a Parish Clerk. The Parish Councillors understand that the overall responsibility for health and safety rests with them.

Parish Councillor Responsibilities

- 1) Prepare and keep up to date a Statement of the Council's Policy for Health & Safety and ensure that it is brought to the notice of all employees and volunteers.
- 2) Prepare instruction for the organisation and methods for carrying out the Council's Policy, to make sure each person is aware of their responsibilities and the means by which they can carry them out.
- 3) Administer the Policy throughout the Council.
- 4) Be aware of the appropriate statutory requirements, affecting the Council's operations.
- 5) Ensure appropriate training is given to all employees, as necessary.
- 6) Ensure sound working practices are observed and that work is planned, the risks assessed and then carried out in accordance with the statutory provisions.
- 7) Institute reporting, investigations and costing of injury, damage, and loss, promote analysis of investigations to discover trends and eliminate hazards.
- 8) Arrange for funds and facilities to be made available to meet requirements of the Council's Policy.
- 9) Arrange for regular discussions between Councillors to discuss accident prevention, performance, possible improvements etc.
- 10) Ensure that health & safety factors are considered in the selection of Contractors.
- 11) Endeavour to establish an understanding that compliance with the regulations and prevention of injury and damage is a profitable and essential integral part of the Council and operational efficiency.
- 12) Ensure the completion of all required risk assessments and their subsequent reviews take place.

Health and Safety Representative Responsibilities

- 1) Advise the Council on the preparation, promulgation and review of the Health & Safety Policy including organisations and arrangements for carrying out the Policy.
- 2) Give advice to Council / Employees as requested on: -
 - a. Legal requirements affecting health, safety & welfare.
 - b. Prevention of injury and damage.
 - c. Provision, selection and use of protective clothing and equipment.
 - d. New working methods, equipment or materials that could reduce risks.
 - e. Proposed changes in legislation.
 - f. Specialist services required in relation to substances hazardous to health, noise, asbestos removal etc.
- 3) Carry out regular inspections of workplaces to determine whether conditions are in accordance with Council policy and the relevant statutory provisions. Provide an inspection report to the Council following inspection.
- 4) If a dangerous fault is discovered, notify it immediately to the Council, ensure appropriate action is carried out to rectify any faults.
- 5) Carry out investigations of serious accidents in accordance with Council policy.
- 6) Advise and identify training needs for employees.

Employee's Responsibilities

All employees have the responsibility to take reasonable care of themselves and others. All employees have the responsibility to cooperate with Council, to achieve high standards of safety within work areas and to take reasonable care of themselves and others. Deficiencies or defects in current arrangements must be reported to the Councillors.

- 1) Read and understand the Council's Health & Safety Policy and carry out your work in accordance with its requirements.
- 2) Report any accident or damage, however minor.
- 3) Do not attempt to lift or move, on your own, articles or materials that are heavy as this is likely to cause injury.
- 4) Suggest ways of eliminating hazards and improving working methods.

Arrangements

Risk Assessments

Risk Assessments will be carried out for all tasks undertaken by the Parish Council. This will include assessing risks to Councillors, Employees, Volunteers, Members of the public and contractors where these groups are affected by our undertaking.

Risk Assessments will be carried by a competent person in consultation with Councillors and Employees. Risk Assessments will be reviewed annually or sooner if there is reason to believe that they are no longer valid.

Consultation

Employees will be consulted on Health and Safety matters during Council Meetings and as safety matters arise. Employees will be encouraged to be involved in risk management. We value our Employees comments and feedback and understand the opportunity they provide for continuous improvement.

Information, Instruction, Training and Supervision

All new Employees and Councillors are provided with the HSE approved Health and Safety Law leaflet upon induction. New Employees and Councillors are also provided with Findern Parish Council Health and Safety Policy and relevant risk assessments. Employees are supervised by the Councillors on an on-going basis.

All Employees and Councillors are trained to carry out their tasks safely. The risk assessments and this policy are utilised to support the training process. Where additional training needs are identified, training will be provided.

Monitoring & Review

The monitoring and review of the effectiveness of this policy will be carried out on an annual basis. This will include reviewing implementation and communication of the policy as well as compliance to the policy. In the main this will be achieved through audit and site inspections carried out by a competent person. All non-conformances and identified concerns will be documented and reported to the Council. Actions will be agreed to address non-compliance and concerns.

Health and Safety will always be on the agenda for Council meetings and any issues that arise will be dealt with promptly.

Electrical Installation & Maintenance

All electrical maintenance and new installations will be carried out by a competent person. Fixed Electrical Installation testing will be carried out every five years. A competent person will be appointed to undertake this testing and records of the testing will be held. Any remedial actions required as a result of testing will be planned and carried out promptly by a competent person.

All electrical appliances will be visually checked prior to each use. All electrical equipment will be subject to annual Portable Appliance Testing. Where any item fails to pass the portable appliance test it will be removed from service and promptly repaired or replaced. All portable appliance testing will be carried out by a competent person.

Gas Installation & Maintenance

All gas installations and maintenance will be carried out by a Gas Safe registered engineer. All gas appliances will be serviced annually by a competent person. Any remedial actions identified will be planned and carried out by a competent person.

Passenger Lift

A passenger lift is installed in the Parish Rooms and although that space is leased to another company the Council take responsibility for the maintenance and safety of the lift. The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) places a duty on the Council to ensure that the lift is thoroughly examined by a competent person at regular intervals. Testing, inspection, and preventative maintenance is also required.

The Council has appointed a competent person to carry out the thorough examination every 6 months in line with Regulation 9 of LOLER. The Council will act promptly to remedy any defects identified during the examination.

Emergency Procedures

The Parish Council holds its meeting at The Parish Rooms. While the environment is safe and controlled it is accepted that a low level of risk may be present in terms of fire, medical aid and workplace harassment and violence. A risk assessment has been conducted and documented to set out the associated risks and how they will be controlled. As a result of this risk assessment an emergency procedure has been developed and implemented.

Safe Plant and Equipment

All equipment is procured and maintained in line with the Provision and Use of Work Equipment Regulations 1998. All equipment provided will be fit for purpose and safety factors will be considered at the point of procurement. All equipment will be visually checked prior to use and will be maintained as per the manufacturer's guidance. Any defects and faults identified will be dealt with promptly.

Manual Handling

Manual Handling will be assessed and controlled in line with The Manual Handling Regulations 1992. The HSE Lifting and Lowering Filter and Pushing and Pulling Filter will be used when assessing manual handling tasks. Where the filter indicates that a risk assessment is required a Task, Individual, Load, Environment (T.I.L.E) risk assessment will be carried out. The HSE Manual Handling Assessment charts (the MAC Tool) will be used to support risk assessments. Effective controls will be devised and implemented. The effectiveness of and the compliance to the risk assessment will be monitored through supervision and annual review.

Hazardous Substances

No Findern Parish Council employee, Councillor or volunteer is required to handle substances which are hazardous to health as part of their Council business. No Findern Parish employee, Councillor or Volunteer is permitted to supply their own chemicals or other potentially harmful substances to carry out any task. Contractors may use hazardous substances; this will be determined during the planning phase of any works to be carried out. The contractor must provide a completed risk assessment for any hazardous substances that will be present during their work. The contractor will be required to control all associated hazards, and this will be supported by the Council.

If at any time hazardous substances are present a COSHH Assessment will be carried out and the substance controlled.

Lone Working

The Parish Council employs two members of staff: The Parish Clerk and The Lengthsman. Both members of staff are required to work alone; The Parish Clerk from home and The Lengthsman in the community. The Council accepts that lone working presents a level of risk that requires management and have therefore developed and implemented a Lone Working Policy and Procedure. In summary, lone working will be risk assessed and suitable controls will be implemented.

Drug and Alcohol Abuse

The Parish Council accepts that it owes a duty of care to its employees and Councillors in relation to drug and alcohol abuse. The Council has developed and implemented a Drug and Alcohol Abuse Policy and Procedure, and this is communicated to all employees and Councillors.

Work-related Stress

The Parish Council have developed and implemented a Work-related Stress Management Policy and Procedure as a result of recognising the potential for work-related stress. The policy and procedure outline our empathetic approach to the management of work-related stress.

Display Screen Equipment

The Parish Clerk will be required to complete the HSE DSE Workstation Check Sheet to identify any adjustments that will need to be made. The Parish Council will ensure that any additional DSE equipment required is provided. Should the Parish Clerk request an eye-sight test this will be paid for by the Parish Council as is their duty as the employer. Where glasses for DSE work are required the Parish Council will provide basic frames or contribute to non-basic frames.

Where any employee reports symptoms of Work-related Upper Limb Disorders the Parish Council will take appropriate action; completion of the HSE DSE Workstation Check Sheet and making any required adjustments, health surveillance if required.

Driving for Parish Council Business

The Parish Clerk and Councillors are required to attend regular Council meetings at the Parish Rooms. Many Councillors will choose to walk to and from meetings, but others may choose to drive. Where employees and Councillors choose to drive, they must ensure that they have a valid driving licence, a road worthy car with appropriate MOT and Insurance certification, know their route and take extra precautions during inclement weather.

Public Areas - Trees

A tree management system is in place to reduce the risk of falling branches and trees. A basic assessment will be carried out to establish the condition of the trees within Parish land. Subsequent seasonal inspections will take place periodically; One during the summer months, two during spring months and four during autumn and winter months.

Where a tree is found to have dead or broken branches a tree surgeon will be appointed to remove them and make the tree safe. Where trees are suspected to have viral infection or insect infestation an Arborist will be consulted.

Any accidental damage to trees or fallen trees should be reported to the Parish Clerk at the earliest opportunity. The Parish Clerk will take action to ensure that the location is safe in the short term; this may include cordoning off the area. And will ensure that a tree surgeon is appointed to take remedial action at the earliest opportunity.

Public Areas King George V Playing Field

The Parish Council see the huge social value in having a recreational area for the community and so maintain the King George V playing field. However, there are risks associated with the playing field and so these are managed. A separate policy has been developed to address the associated risks: Playing Field Safety Policy.

Public Areas – Ground Maintenance

All ground maintenance is to be contracted to competent organisations/persons. Contractors will be responsibly appointed and managed. All grounds maintenance will be planned in advance with all safety concerns addressed prior to the work being carried out.

Public Areas – Site Inspections

Annual inspections will be carried out on The Green and King George V Playing Fields. These inspections will include reviewing any actions from the previous inspection and their completion and effectiveness, inspection of the current conditions and actions required.

Appointing Contractors

Considerations will be made when appointing contractors; a careful selection process will be followed. All contractors will be expected to provide Risk Assessments and Method Statements for the work which they will be carrying out, and COSHH Assessments where hazardous substances will be present. In particular where there are risks to members of the public; the public must have restricted access where appropriate and where work exceeds one working day the site of work must be left secure, tidy, and clean at the end of each working day. Contractors will be expected to maintain good housekeeping standards when carrying out work and must leave the work site clean, tidy and free from debris and materials upon completion. Where hazardous substances are present the hazard must be controlled.

All contractors must provide proof of Public Liability and Employer's Liability Insurance. References will be requested. Findern Parish Council will make available this policy and relevant risk assessments to the contractor.

Accident/Incident Reporting and Investigation

Accidents and incidents involving Employees, Councillors, Volunteers and members of the public must be reported to the Parish Clerk at the earliest opportunity. The Parish Clerk will record details of the accident/incident and an investigation will be carried out to determine the root cause. Measures will be taken to prevent recurrence. Confirmation that the measures have been carried out will be sought and documented. The effectiveness of the measures will also be reviewed.