

Leavenheath Parish Council - Health and Safety Policy

1. Purpose

Leavenheath Parish Council (the Parish Council) accepts responsibility under the Health and Safety at Work Act, 1974, to ensure so far as is reasonably practicable the health and safety of their staff (paid and unpaid), members, guests etc while on organisation business.

The Parish Council also recognises that Health and Safety is a business function and must, therefore continually progress and adapt to changes. The approach to Health and Safety will be based on the identification and control of risks.

This policy is to be read in conjunction with the portfolio of wider Leavenheath Parish Council policies and procedures.

2. Policy

Planning, monitoring and review of the Health and Safety policy will be carried out on a regular basis taking into account changes in legislation and good practice.

Leavenheath Parish Council will:

- Ensure that there are adequate arrangements put into place for the effective planning, development and review of this policy
- Consult with our employees on matters affecting their health and safety
- Devote the necessary resources in the form of finance, equipment, personnel and time to ensure health and safety
- Ensure that it constantly improves health and safety standards and performance. It will endeavour to ensure that all statutes, regulations and codes of practice are complied with.
- Ensure that minimum standards that will be adopted by the Parish Council are those required by law, although the Charity will always seek to exceed these where there is a demonstrable benefit.
- Provide so far as is reasonably practicable a working environment, equipment and systems of work which are free from hazard and without risk to health.
- Ensure all employees are competent to do their tasks, and to give them adequate training.
- Make arrangements for ensuring so far as is reasonably practicable, safety and absence from risk to health in handling and storing articles and substances in line with COSHH requirements.
- Minimise the risk of accidents and cases of work-related ill health
- Maintain safe and healthy working conditions
- Provide such training and instruction, information and supervision, as is necessary to ensure so far as is reasonably practicable the health and safety at work of their employees.
- Ensure that the premises/grounds under the Parish Council's control are maintained as far as is reasonably practicable, safe and without risk to health and with adequate access and egress.

- Make adequate arrangements so far as is reasonably practicable for facilities and arrangements for employees' welfare at work.
- Provide and maintain so far as is reasonably practicable arrangements for the emergency evacuation of premises/grounds under their control in case of fire or other emergency.
- Make risk assessments periodically including the requirement for the Village Green Charity to organise an Independent Annual Playground Safety Report and issue corrective instructions

The day-to-day administration of the policy shall be the responsibility of the full Parish Council and specific delegation may be made at full Parish Council Meetings and recorded in the Minutes. All members and the Clerk to the Parish Council are responsible for bringing items covered by the Health and Safety at Work Act, 1974, and by this policy, to the attention of the full Parish Council.

The day-to-day responsibility for safety at the Village Hall or on the Village Green is vested with the Leavenheath Village Hall Charity and Leavenheath Village Green Charities respectively. Leavenheath Parish Council is the Landlord of the Village Green.

This Policy is written with particular consideration to the following legislature and regulations and Leavenheath Parish Council believes that this policy meets the following listed requirements:

- H&S at work act 1974
- Disability discrimination act 1995

3. Persons affected

This policy applies to all members, trustees, staff, paid or unpaid, trustees and visitors.

THE Parish Council, in accepting its responsibilities, expects staff and visitors to:

- Take reasonable care of their own health and safety and of the health and safety of their fellow staff and visitors to the Organisation's premises who may be affected by their acts and omissions.
- Report all health and safety concerns to then appropriate person as shown in item no 2 of this document.
- Co-operate in carrying out any duty or requirement imposed upon them under the Act including participating in evacuation drills and other health and safety procedures.
- Not interfere intentionally or recklessly with, or misuse anything provided in the interest of their health safety or welfare

Contractors

All contractors will be expected to make available their own company policy on health and safety and will be expected to demonstrate their compliance with the Parish Council's policy for Health and Safety.

Premises (not owned by THE Parish Council) where the Parish Council staff are located will be expected to make available their own policy on health and safety and will be expected to demonstrate their compliance with the Organisations policy on Health and safety.

The Parish Council reserves the right to discipline persons contravening any of the sections above.

6. Procedure

It is the responsibility of all Councillors, Trustees, staff (paid and unpaid), volunteers and visitors to:

- assist in ensuring the Health and Safety of all persons legitimately engaged in activities of the Parish Council.
- familiarise themselves with all aspects of the Parish Council's Health and Safety policy.
- Comply with all instructions given by the Parish Council, for the protection of others.
- undertake the operation of any electrical, mechanical or other equipment only if specifically authorised to do so.
- adhere to the Manufacturers, Suppliers and Parish Council instructions when using all forms of electrical and mechanical equipment whilst engaged in Parish Council activities.
- undertake maintenance of or repair of electrical or mechanical equipment only if authorised.
- study and be familiar with Fire Precautions and other Emergency procedures of Premises being hired or used.
- be familiar with the procedure for the reporting of accidents of any type and to conform to that procedure.
- ensure that items of personal electrical equipment used for Parish Council activities are safe to use.
- ensure that all goods are stored in a safe manner and in the correct place, having particular regard to the storage of hazardous goods.
- not leave goods or equipment in such a position that might constitute a danger, especially in such places as corridors or stair wells.

7. Verification

The Parish Council will review this Policy every three years.

Date approved or amended	Signed	Role

