



Health & Safety Policy

REVISION DATE

September 2020

REPLACES POLICY

September 2019

POLICY AIM

The aim of this policy is to show how Goostrey Parish Council is committed to ensuring the Health and Safety of its councillors, staff, volunteers, hirers of the Village Hall and members of the public visiting the Village Hall.

POLICY STATEMENT

Introduction

This is the Health and Safety policy of Goostrey Parish Council.

Goostrey Parish Council recognises the responsibility it has to its employees under the Health and Safety at Work Act 1974 and the provisions of the Management of Health and Safety at Work Regulations 1999.

This policy applies to all councillors, staff, volunteers, hirers of the Village Hall and members of the public visiting the Village Hall.

This policy will be reviewed annually. However as this policy is a working document, any areas identified in need of change should be noted and the policy should be reviewed at the first available opportunity.

General Statement

It is the declared and committed policy of Goostrey Parish Council as an employer to be concerned for and attentive to, the needs and expectations of its staff in respect of health and safety at their place of work (this includes working out of the office), so far as is reasonably practicable.

As the employer Goostrey Parish Council has a responsibility to:

- Provide a suitable and acceptable environment in which to work
- Provide and maintain a safe and healthy working environment
- Set and maintain appropriate standards of safety, health and cleanliness
- Carry out regular health and safety risk assessments
- Ensure that staff are made aware of the Goostrey Parish Council Health and Safety

Policy

Responsibilities of councillors, staff and users of the Village Hall

Councillors, staff and users of the Village Hall must take all reasonable care for their own individual health and safety and be concerned for any other persons who may be affected by their own acts or omissions.

In particular, councillors, staff and members of the public have a responsibility to:

- Know, or seek explanation of, and observe Goostrey Parish Council Health and Safety Policy.
- Conduct themselves as to promote and maintain a safe, healthy, clean and tidy environment in the best interests of all concerned.
- Ensure that floor space, passage-ways and stairs are kept tidy and are not subject to any dangerous obstructions.
- Report any incidents, situations or any safety hazard which may lead to injury or damage.

Responsible Person

The application of this policy is the responsibility of the Goostrey Parish Council Clerk, who is the designated "Responsible Person" for the premises.

The responsibility of the Responsible Person extends to all aspects of this policy, including information, training and induction of councillors, staff and members of the public.

Goostrey Parish Council responsible person is: the Clerk to the Council.

Competent Person

Responsible Person shall appoint a Competent Person and ensure they are fully trained.

The name of the Competent Person shall be made known to the rest of Goostrey Parish Council staff, council members and users of the Village Hall.

Goostrey Parish Council competent person is : Janet Keates, Village Hall Supervisor

Information

Councillors, staff and members of the public will be advised of the responsibilities of Goostrey Parish Council on health and safety matters.

All staff will also be provided with safety information in respect of hazards, risks and any preventative measures that affect their workplace.

Councillors, staff and users of the Village Hall will also be told the names of the appropriate Responsible Person, Competent Person and First Aider(s) if applicable.

Training

All staff will be given suitable training in the steps required to ensure safe working. Upon appointment, new staff will undergo a safety induction briefing.

Statutory requirements and standards

The Responsible Person shall ensure that all reasonably practical steps are taken to comply with statutory standards in respect of workplace hazards

Risk assessments

Risk assessments shall be carried out at all Goostrey Parish Council premises in order to identify hazards, determine risks, and put in place any necessary preventative measures.

Risk assessments will be conducted by the Competent Person, in consultation with the appropriate staff member(s), councillors and users of the Village Hall.

Risk assessments shall be recorded in writing and be subject to an annual review. If circumstances change (for example new premises) it may be necessary to undertake an earlier review.

Handling (amend as appropriate a/b)

A Goostrey Parish Council has a policy of not handling members of the public with physical difficulties, as staff/volunteers/members have not received the appropriate training. Members of the public who need physical help should have a Carer in attendance to give aid when necessary.

Concerns over safety

All Goostrey Parish Council members and employees have the right and responsibility to raise any matters concerning health and safety with the appropriate responsible person.

Any councillor or staff member, who considers that a health and safety issue has not been dealt with satisfactorily, may discuss the matter with their Line Manager/supervisor, with a view to pursuing the matter either informally, or through the grievance procedure.

Hazards

Councillors, staff and users of the Village Hall are requested to advise the Responsible Person of any malfunction or signs of wear and tear which are dangerous, in respect of any electrical appliances or other equipment situated in Goostrey Parish Council premises.

Councillors, employees and users of the Village Hall are instructed to ensure that all electrical equipment is switched off and left in a safe condition after use.

The Responsible Person will ensure that all Goostrey Parish Council electrical equipment is subject to annual safety testing where appropriate.

Emergency procedures

Procedures will be established by the Responsible Person for the emergency evacuation of the office in line with the building procedures.

All councillors, employees, users of the Village Hall and sub-contractors working on Goostrey Parish Council premises will be informed of the procedures and notices will be displayed prominently to advise visitors of the procedures.

Councillors, employees and hirers of the Village Hall should be familiarised with the site and operating instructions of any fire extinguishers situated on Goostrey Parish Council premises.

Accidents

Serious accidents shall be reported immediately to the Responsible Person or the most senior person available at the time and to the Responsible Person as soon as practicable.

Where necessary, an ambulance shall be called or other transport provided to take the injured person to the nearest Hospital Accident and Emergency Department.

Equipment that might have contributed to the accident should be isolated and any obstructions removed.

All serious accidents will be investigated thoroughly by the Responsible Person.

All minor accidents shall be reported to the Village Hall Supervisor, and first aid provided if appropriate.

All accidents (major or minor) must be recorded in the Office Accident Book. The location of the accident book will be made known to all councillors, staff and hirers of the Village Hall.

In the event of any accident near misses the councillor, staff member or hirer of the Village Hall should report the incident to the Responsible Person, who will record the incident.

First Aid

Where possible, a member of staff shall undergo first aid training and will be appointed the office First Aider.

Goostrey Parish Council premises shall have a First Aid Box.

All councillors, staff and hirers of the Village Hall will be informed of the location of the first aid box.

The Responsible Person (or First Aider if there is one) will ensure that the contents of the First Aid Box are kept in good condition and any item used is replaced as soon as possible.

A leaflet giving general First Aid guidance will be available inside the First Aid Box.

First aid is for minor or temporary treatment only.

No member of staff should give first aid treatment unless trained to do so.

This policy should be read in conjunction with the following:

- Health & Safety Book/folder

IMPLEMENTATION

Councillors and Parish Clerk

MONITORING

The Parish Council

POLICY APPROVAL

Council Minute 09.20.13. LOCAL COUNCIL AWARD SCHEME – QUALITY AWARD i

POLICY REVIEW DUE

September 2022