

# SPALDWICK PARISH COUNCIL

## Health & Safety Policy

Adopted: May 2024

Reviewed:

Next review date: May 2025

### **1. Introduction**

1.1 This policy sets out the general principles and approach that Spaldwick Parish Council will follow in respect of Health and Safety legislation for premises and activities for which the Council is responsible.

1.2 It is the responsibility of all Councillors and employees of the Council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.

1.3 Overall responsibility for Health and Safety rests with Spaldwick Parish Council. The Clerk is responsible for Spaldwick Parish Council's Health and Safety policy being carried out at Council premises (including play parks, allotments and other land). Parish councillors have individual responsibilities to identify and mitigate risks, within their capabilities, and/or to take appropriate reporting action to the Clerk or Chair of the Council.

All employees and Councillors have a responsibility to co-operate in order to achieve a healthy and safe environment and to take reasonable care of themselves and others.

### **2. Health and Safety Policy Statement**

2.1. The Council, in accordance with the requirements of the Health and Safety at Work Act 1974 and the Management of Health, Safety at Work Regulations 1998 and other legislation as appropriate, accepts its duty to provide and maintain safe and healthy working conditions for all its employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.

2.2. The Council will take all reasonable steps to ensure that it complies with the law on Health, Safety and Welfare and any relevant regulations, approved Codes of Practice and guidance. It will provide the resources and training to ensure the safety of its employees and others affected by its work.

2.3. The Council will take reasonable steps to ensure:

2.3.1. That information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.

2.3.2. That its work, in all its forms, is done in ways so that members of the public are not put at risk.

2.3.3. That arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment which may endanger health or welfare.

2.3.4. That this policy is brought to the attention of all employees, members of the public, contractors, volunteers and Councillors and is reviewed annually.

2.3.5. That, when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.

2.4. The Council is responsible for managing safety, based on the Council's safety policy.

2.5. The Clerk shall keep copies of all risk assessments, method statements and Health & Safety documents, in labelled Health and Safety files.

2.6. All Councillors, employees/contractors and volunteers have a duty to take reasonable care for their own health and safety and that of any persons who may be affected by their acts or omissions.

2.7. Day to day matters of Health and Safety are dealt with by the Clerk, acting on behalf of the Council.

### **3. Risk Assessments**

3.1 The Council will carry out risk assessments of its activities as and when necessary and review these annually.

3.2 The Council will set up and monitor policies and procedures to reduce any risks that are identified.

3.3 The Council requires contractors to submit Risk Assessments, written Method Statements and Safe Systems of Work prior to starting any major works on behalf of the Council.

### **4. Reporting Accidents**

4.1 All accidents, no matter how small, must be reported in the first instance to the Clerk and details entered in the Accident Book. Thereafter all such accidents will be brought to the attention of the Council. In the event of a serious injury or dangerous occurrence, the Chairman, or in their absence the Vice-Chairman should be informed immediately.

### **5. Health and Safety at Spaldwick Community Room, Royston Avenue**

5.1 There is a First Aid box located in the Community Room kitchen.

5.2 A Community Public Access Defibrillator is situated on the outside wall of the Spaldwick Community room (regular inspections and required maintenance are carried out by a qualified First Responder).

5.3 Fire extinguishers are checked annually by specialist external contractors.

5.4 Fire and emergency exits are kept free from obstructions.

5.5 The hire agreement provides directions for the evacuation of the building in the event of fire.

5.6 PAT testing of electrical equipment in the Community Room is carried out annually.

5.7 Smoking is not permitted in the Community Room.