



Parish Council Health And Safety Policy

Statement on Health and Safety from Yalding Parish Council (the Council).

The Council's Health and Safety Policy statement is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions.
- To review and revise this policy as necessary at regular intervals.

RESPONSIBILITIES AND DUTIES

It is the duty of the Council to observe the requirements of the Health and Safety at Work etc Act 1974 and all other relevant legislation associated with Health and Safety.

The Parish Clerk, as part of her role, takes overall responsibility for Health and Safety within the Council but the Council may nominate a “competent person” to assist if required.

The Parish Clerk will, as far as is reasonably practicable, take all steps to meet this responsibility by:

- Ensuring that systems of work are identified which are safe and without risks to health, to employees and any other person likely to be affected by work activities.

- Manage proper arrangements for the use, handling, storage, use and disposal of articles and substances at work which are safe and without risk to health.
- Provide such information, instruction, training and supervision, where necessary, to secure the health, safety and welfare of all employees.
- Ensure that the Health and Safety Policy is reviewed and updated as and when necessary in line with current legislation.
- Communicate with other members of staff and Members when any changes are made;
- Monitor the implementation of the Health and Safety Policy.
- Assess the risks of all operations.
- Review risk assessments on a regular basis.
- To have sight of contractors' health and safety policies, risk assessments and public liability insurance documents.
- To ensure that all incidents, accidents and dangerous occurrences are thoroughly investigated and reported to the appropriate authority as necessary.
- Ensure that all staff are fully trained in the use of equipment and ensure that equipment is safe to use.
- Arrange for the issue of Personal Protected Equipment (PPE) when required and ensure it is used correctly.

RISK ASSESSMENTS

The basis of health and safety management is that hazards are identified and appropriate controls are brought in to ensure that risks are as low as reasonably practicable.

All work activities will be risk assessed by The Parish Clerk and controls brought in on the basis of this assessment. The assessments will be kept and the results made available to employees and any Members, contractors or visitors affected.

Where a significant risk has been identified it will be controlled by applying the following general principles of prevention:

- Avoiding risks.
- Evaluating the risks which cannot be avoided.
- Combating the risks at source.
- Adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health.
- Adapting to technical progress.
- Replacing the dangerous by the non-dangerous or the less dangerous.
- Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.
- Giving collective protective measures priority over individual protective measures.
- Giving appropriate instructions to employees.

EMPLOYEES, VOLUNTEERS & MEMBERS' RESPONSIBILITIES

Every employee, volunteer and Member will be required by law:

- Not to put themselves, or anyone else, at risk.
- Not to interfere with, or misuse, anything provided for safety reasons.
- To co-operate with the Council's attempts to improve health and safety.
- To advise the Parish Clerk of any health and safety problems likely to affect any person.
- Work in the safe manner that they have been trained and instructed in.
- To take reasonable steps for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To maintain high standards of personal hygiene.

PROTECTIVE CLOTHING

Where risks to employees, volunteers or Members cannot be controlled by other means, PPE will be provided. PPE will be provided free of charge to employees and Members who will be trained to use it. The Parish Clerk will be responsible to ensure that all staff are wearing/using the PPE in the way that they should and it is being maintained, kept cleaned and replaced when necessary.

LADDER WORK

Where there is a need for an employee, volunteer or Member to work at height and ladders are required to undertake this, the Parish Clerk must be informed prior to work commencing and ensure that there are at least two persons at all times whilst the ladder is in use.

MANUAL HANDLING

Employees, volunteers and Members should be encouraged to attend manual handling training as many of the duties of the Council involves some form of manual handling.

NOISE

A range of tasks done by employees, volunteers or Members may expose them to high levels of noise. The Parish Clerk will ensure that the correct PPE (ear protectors) is provided and used.

FUEL STORAGE AND USE

Petrol/diesel is required for the purposes of grounds maintenance and any containers must be fit for the purpose of fuel storage (10 litre maximum of sound vapour tight construction and correctly labelled).

No sources of ignition must be introduced next to the storage area. In case of fire, dry powder extinguishers should be fitted in the storage area.

STORAGE SAFETY

The Council has to store a wide variety of items and has various areas of storage including cupboards, rooms and buildings in which items are stored.

As poor storage can lead to fire hazards and health and safety risks from trips, falls and falling items all employees, volunteers and Members will be expected to assist in achieving safe storage by:

- Only storing those items that have to be stored;
- Storing items in the areas provided for them;
- Storing items in a tidy manner;
- Ensuring that storing of items does not block walkways, exits or accesses to other areas;
- Storing items so that they cannot fall.

The Parish Clerk will make regular checks of storage areas to identify any items which can be discarded.

NEEDLE STICK INJURIES

When employees, volunteers or Members undertake litter picking and collection there is the possibility they will come across discarded hypodermic syringes/needles.

As the needles can cause contaminated puncture wounds the Parish Council will ensure:

- Employees, volunteers and Members are aware that syringes may be found in litter and when clearing the open spaces etc;
- All employees, volunteers and Members undertaking litter clearing must be provided with PPE (gloves, litter picker) and are advised to use the litter pickers rather than hands unless difficult to do so;
- Employees, volunteers and Members to inform the Parish Clerk if they find a syringe and be alert to areas where extra care is needed.

Any employee, volunteer or Member receiving a puncture wound from a broken syringe or syringe needle will be instructed to seek medical attention immediately.

ACCIDENT REPORTING

All accidents to employees and others using the Council's property must be reported to the Parish Clerk and an Accident Form completed.

The Parish Clerk will receive a copy of the accident report and ensure notification of those accidents are reported to the Health and Safety Executive if necessary.

HAZARD REPORTING

The Assistant Clerk (in her absence the Parish Clerk) and designated Members will undertake regular inspections of the play areas and the open spaces and report any issues to the Parish Clerk.

The Parish Clerk will investigate and indicate what action is needed.

OFFICE SAFETY

The Parish Clerk works from home and the PO Box number is to be used in all correspondence.

CONTRACTORS

The Parish Clerk will check with contractors (including self-employed persons) before they start work that:

- The contract is clear and understood by both parties.
- The contractors are competent to carry out the work.
- Contractors have adequate public liability insurance for the work to be undertaken.
- Contractors do not work alone when working at height'
- Contractors have their own health and safety policy for staff.
- The contractor knows who to report to if there is a problem, when work is completed etc.

SAFETY CHECKS

The following safety checks will be undertaken:

Address	Area	Frequency	By Whom
The Kintons	Play Equipment	Weekly	Deputy Clerk
		Quarterly	Independent Contractor
		Annually	RoSPA Detailed
		Annually	Risk assessment
	Playing Field	Monthly	Designated Member Close Up
	Cricket Field	Annually	Club Risk Assessment
	Football Pitch	Annually	Club Risk Assessment
	Public Footpath	Monthly	Designated Member Close Up
	Track	Monthly	Designated Member Close Up
Bridge to The Glebe	Monthly	Designated Member Close Up	
Jubilee Field	Play Equipment	Weekly	Deputy Clerk
		Monthly	Independent Contractor
		Annually	RoSPA Detailed

		Annually	Risk assessment
	Playing Field	Monthly	Designated Member Close Up
	Football Pitch	Annually	Club Risk Assessment
	As a School Playing Field *	Annually	School Risk Assessment
The Village Green	The Village Green	Monthly	Designated Member Close Up
	The Lock-up	Monthly	Designated Member Close Up
	The War Memorial	Monthly	Designated Member Close Up
The Lees	All areas	Monthly	Designated Member Close Up
	Bridges	Monthly	Designated Member Close Up
	Picnic Area and River	Annually	Risk assessment
The Tatt	The Tatt	Monthly	Designated Member Close Up
Fowle Hall Green	Fowle Hall Green	Monthly	Designated Member Close Up
Yalding Verges	Main Verges	Monthly	Designated Member Close Up
Laddingford Verges	Main Verges	Monthly	Designated Member Close Up

* Out of school-hours use informed to YPC and PLI and risk assessment received

Adopted 6 August 2024

To be reviewed annually at the Annual Parish Meeting (see minutes of that meeting)