



PILLING PARISH COUNCIL

HEALTH & SAFETY POLICY

GENERAL STATEMENT OF POLICY

- a. Pilling Parish Council's policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- b. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- c. The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by Pilling Parish Council. Although risk assessment is a continuing process, it shall form part of the Council's annual review.

ORGANISATION AND RESPONSIBILITIES

The Council

The Council has the ultimate responsibility for ensuring that the Council fulfils its legal responsibilities, that the Policy objectives are achieved and that effective management is in place to secure its implementation and review as appropriate.

The Council shall ensure sure that sufficient budget is made available annually for the purposes of meeting Healthy and Safety Obligations.

The Council will monitor Healthy and Safety issues and compliance with this policy via the **Personnel Committee**.

The Personnel Committee will:

- a. Review accident and near miss incident data
- b. Receive and consider policies and procedures developed by the Parish Clerk
- c. Receive and consider reports from the Parish Clerk
- d. Assist in the development of safety rules
- e. Monitor and review health, safety and welfare training

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The Clerk to the Council (Parish Clerk)

Delegated authority is given to the Parish Clerk to ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements on an operational basis.

The Parish Clerk will:

- i Ensure that staff accept and implement the requirements of the Council's healthy and safety policy
- ii Ensure that assets are maintained, repaired and operated in a safe manner
- iii Ensure that all risk assessments are undertaken and safe systems of work established, for all tasks and places of work and that the significant outcomes of the risk assessments are made known to employees and any other parties who may need to be made aware
- iv Ensure that all current and past risk assessments are stored using an appropriate format for recording the relevant risk assessments
- v Ensure that risk assessments are reviewed regularly, or immediately after an accident/near miss incident or change in work process
- vi Ensure that authorised, qualified and competent people are assigned tasks and that appropriate safe systems of work are in place with consideration to any potentially vulnerable people (e.g., expectant and nursing mothers, young persons and persons with a disability) and any appropriate levels of supervision are provided
- vii Report and investigate accidents, near misses, ill health and incidents of violence or abuse to the Council
- viii Ensure that all employees accept their own health and safety responsibilities and that induction and training initiatives are developed which provide safe work practices considering hazardous operations, substances, machinery or equipment
- ix Ensure that appropriate personal protective equipment is made available (free of charge), suitable and worn as identified by the process of risk assessment, and that records are held of this equipment and it is replaced as required.
- x Take appropriate action and ensure prompt attention on any representation submitted by any employee who has comments or concerns regarding health and safety
- xi Identify training needs through the risk assessment and performance review processes
- xii Ensure that the Council's health and safety policy is available to all new and temporary employees and volunteers and that health and safety awareness is included in the Council's induction training.
- xiii Maintain the corporate accident and near miss accident register
- xiv Review accident and incident data to identify trends any appropriate remedial as necessary via the Personnel Committee

2.3 Employees/Councillors (where applicable)

All employees have a duty to take reasonable care of their own health and safety and that of others, and to co-operate with their manager on health and safety issues. All employees must ensure that they will:

- i Carry out all work and tasks in the prescribed manner and follow any training, information and instruction provided

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- ii Use equipment correctly at all times and not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare (for example firefighting equipment, protective guards or devices, personal protective equipment, warning signs, etc)
- iii Familiarise themselves with the Health and Safety policy, health and safety information any other documents provided for their safety
- iv Make themselves familiar with the Health and Safety policy, health and safety information any other documents provided for their safety
- v Wear or use appropriate personal protective equipment as provided
- vi Report immediately to the Parish Clerk all accidents, incidents, unsafe acts or damage including any “near misses”
- vii Cooperate in the investigation of accidents with the objective of introducing methods to prevent re-occurrence
- viii Report any of the following to the Parish Clerk:
 - Incidents of any pain or discomfort arising out of the carrying out of their work activity
 - Any physical injury resulting from the carrying out of their work activity
 - Any incident of violence or abuse aimed at the employee
 - All cases where work equipment or personal safety equipment becomes defective
- ix. Take part in risk assessments, workplace inspections and audits when necessary
- x. Observe safe systems and methods of working at all times, avoiding taking short cuts which would entail unnecessary risks
- xi. Ensure that when driving while at work that they are fit to do so and drive in a safe and proper manner.

Contractors

Contractors will be reminded of all their legal obligations, including the reporting of accidents and near miss accidents. All contractors must take reasonable care to make sure that their employees and others are safe in and about their work, and competent to undertake the work required. To fulfil these obligations the contractor must provide:

- Competent employees and craftsmen who have received adequate training to enable them to safely perform the job
- Adequate supervision of untrained staff or young workers
- Safe plant, i.e., equipment and appliances in good working order
- Safe systems of work, and
- Adequate third party liability insurance as specified by any contract.

Any employees of the Council, who bring in a contractor to carry out works for or on behalf of the Council, are responsible for ensuring the contractor and any sub-contractors they may appoint, are competent to undertake the necessary works. They must also ensure that suitable systems are in place before the works start to ensure the contractor undertakes work, as per their own documented health and safety procedures, and that all works are carried out in a safe manner.

Agency Staff and Volunteers

Agency staff and volunteers will be reminded of their legal obligations, including the reporting of accidents and near miss incidents. All agencies and voluntary agencies

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(where involved) must ensure the individuals they appoint to work for us are competent to undertake the work required.

Policy Consultation

A copy of this Policy will be made available to all staff.

Reviews

Version	Changes	Author	Date	Minute
1.0	Newly modelled document, replaces previous versions	G. Benson, clerk	9th February, 2021	4980
1.1	Reviewed and accepted by Pilling Parish Council	G. Benson, clerk	28th April, 2021	5001
1.2	Review	G. Benson, clerk	11 th October 2023	
1.3	Policy updated	J Brewer		

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HEALTH & SAFETY PROCEDURES

EMPLOYEES

The following members of staff are responsible for safety in particular areas:

Employee	Area	Any Special Responsibility
Parish Clerk	Pilling Parish	Pilling Village Hall
Parish Lengthsman	Pilling Parish	Parish Council Container and contents

FIRST AID

- a. First Aid boxes are located as follows:
Box 1: Pilling Village Hall.
Box 2: The Parish Lengthsman issued with a personal kit; which is kept in his van
- b. Appointed persons responsible for boxes are:
Box 1: Pilling Village Hall
Box 2: Parish Lengthsman

FIRE SAFETY

- a. Fire Safety procedures within the Village Hall are the outlined in the PVH Health & Safety Policy.
 - a. *All staff must be fully conversant with the "Fire Alert" system displayed in the entrance hall.*
 - b. *Exit corridor must be kept clear at all times.*
 - c. *Flammable materials must not be stored, even for a temporary period, in the office or corridors, unless the storage is in a fire-resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".*

TRAINING

- b. The Parish Clerk monitors training for employees and ensures that training certificates are kept up to date.

GENERAL ADVICE

- a. General advice to all employees see: HSE leaflet at www.hse.gov.uk/pubns/indg450.htm.

SPECIFIC POLICIES

- a. The Parish Council has specific policies for particular activities, in particular lone working, and these are published separately.

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RISK ASSESSMENTS

Risk Assessments are completed for activities undertaken by the Parish Lengthsman and reviewed on an ongoing basis.

PPE

PPE Equipment is provided for the Parish Lengthsman when working, for example:

- Hi-vis jacket
- Helmet
- Body cam
- Protective Boots
- Protective Gloves

REPORTING AND RECORDING ACCIDENTS

- a. Accidents/incidents are reported to the Parish Clerk via the Accident/Incident Report Form and this data will be collected quarterly and reviewed by the Personnel Committee.

SMOKING

- a. Pilling Parish Council is a non-smoking authority

HEALTH & SAFETY GUIDANCE:

VILLAGE HALL OFFICE;

1. HEATING, LIGHTING AND VENTILATION

- a. Temperature must reach a minimum of 16 degrees C after the first hour of working time and be maintained throughout the working day.
- b. Free standing heaters must not be used unless specifically authorised. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials and be sited away from desks and chairs.
- c. Office lighting. Desks should be placed to gain the maximum amount of light. Free-standing desk lights are not to be used.

2. ELECTRICAL EQUIPMENT

- a. All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635).

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- b. Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment. When in doubt, do not guess, seek qualified advice.
- c. Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use.
- d. Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.
- e. Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

3. FURNITURE, FITTINGS AND EQUIPMENT

- a. Individuals must not move heavy equipment and furniture.
- b. Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- c. Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.
- d. High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors, and this should be avoided at all times.

GROUNDS MAINTENANCE

- a. Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment, may do so.
- b. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
- c. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
- d. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.

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- e. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
- f. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames or smoking is allowed in the vicinity of a fuel tank or storage can. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
- g. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
- h. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
- i. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
- j. Pathways on Council owned premises shall be inspected annually.

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