



## STREET PARISH COUNCIL

### HEALTH & SAFETY POLICY

**Adopted: 18 November 2010**  
**Reviewed as necessary and at least annually**  
**Reviewed: 15 August 2023**  
**Next Review: August 2024**

On 18 March 2010 the Council agreed to appoint the Clerk as the competent person to be responsible for health and safety and that the Clerk and any other staff should attend health and safety training once a year. It was also agreed that the Council should adopt a written health and safety policy, carry out a risk assessment in respect of 6 Leigh Road and the operations of the Council and train employees and involve them in health and safety matters.

On 2 June 2010 the Council became a member of the Local Council Advisory Service where guidance and advice is available on health and safety matters and risk assessment. On 12 July 2012 the Clerk attended the annual LCAS Seminar and on 15 October 2013 the annual seminar was attended by the Clerk and Clerical Assistant.

The current health and safety policy is set out below and will be reviewed as necessary and at least annually.

Risk assessments are carried out by the Clerk/Deputy Clerk/Assistant Clerk as and when necessary, in respect of any activity of the Council including - Christmas tea party, Christmas tree/lights, Street skate park, Street Parish Rooms, Merriman Park etc.

## HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work etc. Act 1974

This is the Health and Safety Policy Statement of Street Parish Council

Our statement of general policy is:

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

Signed \_\_\_\_\_

Cllr. B. Knickerbocker  
Chair of Council

Date 15<sup>th</sup> August 2023

Review Date 15<sup>th</sup> August 2024

## **RESPONSIBILITIES**

1. Overall and final responsibility for health and safety is that of Street Parish Council.
2. Day to day responsibility for ensuring this policy is put into practice and ensuring health and safety standards are maintained/improved is delegated to the Clerk.
3. All employees must:
  - A. co-operate with the Clerk on health and safety matters
  - B. not interfere with anything provided to safeguard their health and safety
  - C. take reasonable care of their own health and safety and
  - D. report all health and safety concerns to an appropriate person.

## **HEALTH AND SAFETY RISKS ARISING FROM OUR COUNCIL/WORK ACTIVITIES**

Risk assessments will be undertaken by the Clerk.

The findings of the risk assessments will be reported to the Council.

Action required to remove/control risks will be approved by the Council.

The Clerk will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every year or when the work/Council activity changes, whichever is soonest.

## **CONSULTATION WITH EMPLOYEES**

The Council must consult its employees and if a union is recognised and there is a union-appointed safety representative, it must consult them on matters affecting the employees they represent.

Consultation with employees will be provided by the Clerk and any concerns or issues reported to the Council for consideration.

## **SAFE PLANT AND EQUIPMENT**

The Clerk will be responsible for identifying all equipment/plant needing maintenance and for ensuring effective maintenance procedures are drawn up and implemented. They will check that new plant and equipment meets health and safety standards before it is purchased. Any problems found with plant/equipment will be reported to the Council.

A 6 monthly inspection of the lift at the Parish Rooms will be carried out by a competent professional and this will be arranged and recorded by the Clerk.

## **SAFE HANDLING AND USE OF SUBSTANCES**

The Clerk will be responsible for identifying all substances which need a COSHH assessment, carrying out an assessment and implementing actions identified. The Clerk will ensure that all relevant employees are informed about the COSHH assessments, review them annually or when the activity changes and check that new substances can be used safely before they are purchased.

In accordance with a COSHH assessment for the building all cleaning substances to be kept locked in the cupboard by the IT Suite on the ground floor. No such substances to be stored on the first floor by the Council unless they were also kept in a locked store.

## **INFORMATION, INSTRUCTION AND SUPERVISION**

The Health and Safety Law poster is displayed at the top of the stairs where the library staff access the kitchen and toilet facilities and in the Council office on the first floor of Street Parish Rooms, 6 Leigh Road, Street.

Health and safety advice is available from the Clerk, who will arrange and monitor supervision of young workers/trainees and ensure that employees working at locations under the control of other employers are given relevant health and safety information, including those working in the library.

## **COMPETENCY FOR TASKS AND TRAINING**

The Clerk will provide induction training for all employees and provide or arrange job specific training, keep training records, and identify, arrange and monitor training.

## **ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH**

Employees must receive specialist health surveillance for certain work. COSHH assessments will identify where this specialist health surveillance is needed, and this will be arranged by the Clerk.

The first aid boxes are kept at the main desk in the main library on the ground floor and in the kitchen on the first floor at Street Parish Rooms, 6 Leigh Road, Street.

The appointed first aiders are the Acting Clerk, Z. Leach and the Acting Deputy Clerk, D. Price.

All accidents and cases of work related ill health are to be recorded in the accident books which will be kept by the Clerk in the main desk in main library ground floor and kitchen on first floor. The Clerk will be responsible for reporting accidents, diseases, and dangerous occurrences to the enforcing authority (HSE or local authority).

## **MONITORING**

To check our working conditions and ensure our safe working practices are being followed the Clerk will carry out regular spot checks and will investigate accidents and work related causes of sickness absences and act on investigation findings to prevent a recurrence.

## **EMERGENCY PROCEDURES - FIRE AND EVACUATION**

The Clerk is responsible for ensuring the fire risk assessment is undertaken and implemented. Escape routes are checked by the Clerk every month and fire extinguishers maintained and checked by a competent professional every year. Alarms are tested weekly and emergency evacuation tested by the Clerk every 6 months.

## **RISK ASSESSMENT**

A risk assessment is a careful examination of what in the Council's activities could cause harm to people so that it can weigh up whether it has taken enough precautions or should do more to prevent harm.

A hazard is anything that may cause harm such as chemicals, electricity, working from ladders, an open drawer. The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

STEP 1 - IDENTIFY THE HAZARDS - how people could be harmed.

STEP 2 - DECIDE WHO MIGHT BE HARMED AND HOW

STEP 3 - EVALUATE THE RISKS AND DECIDE ON PRECAUTIONS -  
when controlling risks apply these principles -

- try a less risky option
- prevent access to the hazard
- organise work to reduce exposure to the hazard
- issue personal protective equipment
- provide welfare facilities.

STEP 4 - RECORD YOUR FINDINGS AND IMPLEMENT THEM

STEP 5 - REVIEW YOUR RISK ASSESSMENT AND UPDATE IF NECESSARY.