


Congresbury Parish Council

Health and Safety Policy

Date of adoption by Parish Council	10th February 2025	Next review date	Feb 2027
Signature of Chair of Parish Council		Policy reference	POL-024

1. General Statement of Policy.

1.1 Congresbury Parish Council recognises and accepts its responsibilities as an employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work for all its employees, volunteers, contractors, Councillors and others who may be affected by the activities of the Parish Council.

1.2 The Parish Council will meet its responsibilities under the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, Health and Safety Regulations 1996 and the Safety Representatives and Safety Committees Regulation 1977 (and their subsequent amendments) and will provide, as far as reasonably practicable, the resources necessary to fulfil this commitment.

1.3 The Parish Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Parish Council's responsibilities for ensuring safe working conditions.

1.4 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all those people mentioned in paragraph 1.1, and to provide such information, instruction, training and supervision as they need for this purpose.

1.5 The allocation of duties for safety matters and the arrangements which we will make to implement the policy are set out below.

1.6 The policy will be kept up to date, particularly as the Parish 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 the council. Although risk assessment / method statements are a continuing process, it shall form part of the annual review where necessary.

2. Aims of the Health and Safety at Work Policy.

2.1 To provide as far as is reasonably practicable:

- A safe place of work and a safe working environment.
- Arrangements for considering, reporting and reviewing matters of Health and Safety at work.
- Systems of work that are safe and without risks to health.
- Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
- Sufficient information, instruction and training for employees, contractors and volunteers to conduct their work safely.
- Care and attention to the health, safety and welfare of employees, contractors, volunteers and members of the public who may be affected by the Parish Council's activities.

3. Health and Safety Policy at Work – Arrangements and Responsibilities.

The overall responsibility for this policy lies with the Parish Council which gives powers to the Parish Clerk for implementation.

3.1 Parish Clerk responsibilities as Safety Officer

3.2 The Parish Clerk will:

- Keep informed of relevant health and safety legislation.
- Advise the Council on the resource and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.
- Make effective arrangements to implement the Health and Safety at work Policy.
- Ensure that matters of Health and Safety are discussed at meetings of the Parish Council when appropriate.
- Ensure that risk assessments are conducted when required and that any action needed is taken and maintain a file of risk assessments.
- Ensure contractors and volunteers working for the Parish Council comply with all Health and Safety at Work requirements.
- Ensure that Parish Council work activities do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a record of notified accidents and ensure that where necessary any accident/dangerous occurrence are investigated and measures put in place to prevent a reoccurrence.
- Function as the contact and liaison point for Health and Safety Inspectorate.

4 Employees, volunteers, councillors and contractor responsibilities

All employees, volunteers, Councillors and contractors will

4.1 Cooperate fully with the aims and requirements of the Health and Safety Policy and comply with Codes of Practice or work instructions for Health and Safety.

4.2 Contractors should please note the requirements of **Appendix 1**

4.3 Take reasonable care for their own Health and Safety, to use the appropriate personal protective clothing and ensure that appropriate First Aid materials are available.

4.4 Take reasonable care for the Health and Safety of other people who may be affected by their activities.

4.5 Do not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety unless for maintenance.

4.6 Not misuse any plant, equipment, tools or materials to cause risks to Health and Safety

4.7 Report any accidents or hazardous incidents to the Clerk.

5. Training

The Parish Clerk is responsible for organising training.

6. Reporting and Recording Accidents.

Accidents should be reported to the Parish Clerk who will record them in an Accident Record Book.

7. Smoking

Smoking is not allowed in any Parish Council premises.

8. Electrical Equipment

8.1 All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635) and its subsequent amendments.

8.2 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.

8.3 13-amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plug fuses must be fitted to suit current load of the equipment being used. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.

8.4 Only electrical equipment approved by the Council should be used which must be annually PA tested. Electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use, and plug tops removed from sockets overnight and at weekends except the Wi-Fi.

8.5 Leads from points for various desk uses should not trail across areas of access but if this is unavoidable leads should be taped down or otherwise concealed to prevent tripping. Extension leads are for temporary use only and should not exceed 10 feet in length.

8.6 Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent and authorised by the clerk.

9 Furniture, Fittings and Equipment

9.1 Heavy equipment and furniture must not be moved by individuals.

9.2 Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.

9.3 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 annually to ensure correct loading and smoothness of operation, especially the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.

9.4 High shelves should only be reached by using steps provided for that purpose.

10. Grounds Maintenance

10.1 Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.

10.2 All 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.

10.3 The engines of any motorised equipment must be stopped before any inspection or adjustment is conducted. In the case of electrically operated machines the plug lead must be disconnected.

10.4 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 it.

10.5 Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.

10.6 Fuel tanks must only be filled in the open, with the engine stopped. No 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.

10.7 The manufacturer's instructions regarding the safe use of machines and chemicals must be adhered to.

10.8 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.

10.9 Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.

10.10 Pathways on Council owned premises shall be inspected weekly as part of the visual inspection.

11 Playground

The council ensures that the playground is kept as a safe environment, see Appendix 2 for details.

12 Fire Safety and Precautions

12.1 Congresbury Parish Council has direct responsibility for fire safety. It will comply with the fire safety regulations provided and will ensure that these are shared with all hirers of The Old School Rooms.

12.2 It is a group leaders' responsibility to ensure that they are familiar with the fire and evacuation plan and the locations of any fire exits/meeting points.

12.3 All staff must be conversant with the "Fire Alert" system.

12.4 Exit corridors must be kept clear.

12.5 Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire-resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials."

Appendix 1

Notice to contractors.

For Congresbury Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

1. You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974 (and its subsequent amendments), and relevant statutory provisions.
2. The Council will retain the right to stop any operation and or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety or health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
3. The council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.
4. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

Appendix 2

Inspection process for the Playground Equipment.

Visual Inspection (Conducted by North Somerset Playground Inspector)

1. Visual Inspection of each item of equipment.
2. General observations of the state of the structure and joints.
3. Any evidence of damage or wear?
4. Any foreign objects interfering with the equipment.

Note and assess any issues.

Do they need action?

Can it be remedied immediately? If it cannot be remedied immediately, what action is required to make the area safe for the public? (Tape off the area/remove item from play area) Who is required to take remedial action?

ADVISE THE COUNCIL IF ANY IMMEDIATE ACTION IS REQUIRED.

PHYSICAL TEST

1. Physical test of each item of equipment.
2. Physical test of the structure and joints.
3. Any evidence of weakness, damage or wear?

Note and assess any issues. Do they need action?

Can it be remedied immediately? If it cannot be remedied immediately, what action is required to make the area safe for the public? (Tape off the area/remove item from play area) Who is required to take remedial action?

ADVISE THE COUNCIL IF ANY IMMEDIATE ACTION IS REQUIRED.

Annual Inspection

The Council will arrange an annual independent safety inspection of the play equipment and act upon any findings.