



## **Farnsfield Parish Council Health and Safety Policy**

### **Part 1 - Statement of intent and aims**

Farnsfield Parish Council (FPC) has a general duty under the Health and Safety at Work Act 1974 to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of all employees, volunteers, contractors, visitors, and others who may be affected by the Council's activities. We recognise that we have the same responsibilities to young people and work experience students as we have to all employees and we will follow the Health and Safety Executive (HSE) guidance when they are employed.

The purpose of this policy is to set out our general approach to health and safety, to show how we aim to ensure compliance with the law, to show where responsibility lies within the council and to show the arrangements we have made to fulfil our obligations as a small employer and a provider of public services.

We intend to provide a safe environment for our employees and for users of our facilities and services and also to ensure that adequate arrangements are in place to deal with an emergency.

We aim to carry out risk assessments in line with guidance provided by the HSE using their approved codes of practice and published guidance. These will be reviewed annually, or when circumstances change, or when a new need is identified, and are detailed in a separate document, FPC Arrangements for Health and Safety. Our employees are encouraged to contribute to risk management. We encourage employees, the public and users of our facilities and services to report any defective equipment or other hazardous conditions or incident to the Clerk as soon as is practicable so that remedial action can be taken.

All councillors and employees are asked to promote a positive health and safety culture within the council and to read, understand and apply this policy and other related policies including our Fire Safety, Play and Open Space and Volunteer policies.

### **Part 2 - Responsibilities**

**Council and councillors** are named on our website and have a responsibility to

- ensure that resources are available to enable this policy to be implemented and monitored
- appoint competent persons to assist us in complying with our health and safety obligations
- make sure the effectiveness of this policy is monitored
- ensure that our activities do not unreasonably jeopardise the health and safety of anyone
- ensure that health and safety issues are properly considered when we make decisions
- ensure that where equipment, tools or plant are provided to employees they are safe
- ensure that all employees, contractors and volunteers are aware of and carry out of their responsibilities for health and safety
- ensure that staff are adequately trained to perform their jobs in a safe manner.



## **Clerk**

The Clerk has day-to-day responsibility for implementation of the council health and safety policy and is the contact for the HSE. Specific responsibilities are to

- ensure that insurance is in place to insure against liability for injury or disease to employees arising out of their employment as required by the Employers' Liability (Compulsory Insurance) Act 1969 unless provided separately to each employee
- keep informed of relevant health and safety legislation and to advise council (to support this we are members of National Association of Local Councils who send out briefing notes and can provide advice)
- ensure that this policy is reviewed annually, when responsibilities change, when the law changes, or for any other reason
- ensure that the council's obligations for risk management are met by making sure that appropriate inspections and risk assessments are done, the results presented to council and that actions arising out of the risk assessments are completed
- make the findings of risk assessments available to employees, volunteers, contractors and users of our facilities and services
- maintain a record of accidents and take action to prevent a recurrence if appropriate and if a serious accident occurs, report it to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- to put in place procedures to ensure that staff and volunteers (including work experience students) working for the council comply with health and safety requirements, have had adequate training and instruction and that they are provided with suitable equipment for the role
- to take reasonable measures to ensure the safety of contractors and to inform them of any known risks
- ensure that statutory notices are displayed, ensure that statutory notices are displayed, this includes the HSE approved law poster unless this is provided to staff, contractors and volunteers

## **The Booking Clerk**

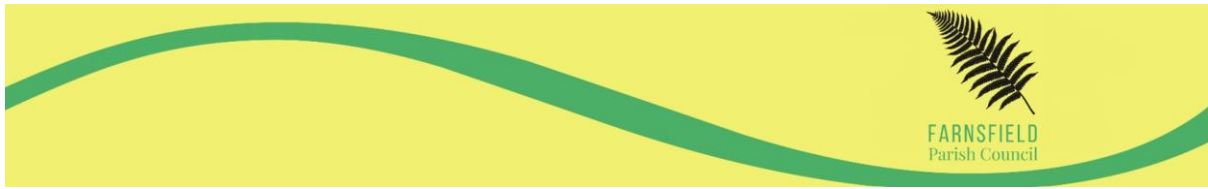
The Booking Clerk is responsible for ensuring that those hiring the council's facilities are aware of their responsibilities for health and safety by including appropriate information in the terms and conditions of hire and periodically reminding those using our facilities of their responsibilities.

## **The Cleaner**

The Cleaner is responsible for making sure the first aid boxes located in the Village Centre are checked and maintained. The cleaner is responsible for the health and safety implications of working with substance hazardous to health in the context of cleaning (CoSHH). This usually means reading and following the instructions on products used and making sure projects are used and stored safely.

## **The Caretaker**

The Caretaker is responsible for monitoring the council's recreation areas, buildings and equipment and checking for damage and potential risk and letting the Clerk know of any issues - refer to our Play and Open Space policy



### **Staff, contractors, and volunteers**

Staff, contractors and volunteers working under the instruction of the council have a duty to take reasonable care of their own safety and that of anyone else who may be affected by their activities, and also have these specific responsibilities

- to co-operate with council in the fulfilment of its duties with regard to health and safety
- to make sure they are aware of and conform to relevant health and safety instructions and to comply with relevant codes of practice and work instructions
- to use appropriate personal protective clothing and personal protective equipment where provided for the safe performance of specified tasks, and to alert council if a new need is identified
- to not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety and to not misuse any plant, equipment tools or materials
- to alert the Clerk to any potential hazards or risks they identify in their working environment
- to report all accidents or incidents that have led or may lead to injury.