

Brampton Parish Council

HEALTH AND SAFETY POLICY

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1. GENERAL STATEMENT OF POLICY

1. To provide adequate control of the health and safety risks arising from our work activities.
2. To provide and maintain working conditions, equipment and systems of work, which are safe and healthy for all employees of the council.
3. To consult with employees on matters affecting their health and safety.
4. To provide information, instruction and where necessary, supervision to employees.
5. To ensure all employees are competent to perform their tasks and to provide them with adequate training where necessary;
6. To prevent accidents and cases of work-related ill health.
7. To review this policy every four years.
8. To revise the policy when there are changes to law and when the Council's activities change.

Signed.....

Tess Rogers
Parish Clerk

2. RESPONSIBILITIES

1. Overall and final responsibility for health and safety is that of the Council.
2. Day to day responsibility for ensuring this policy is put into practice is delegated to the Parish Clerk and in her absence the Chairman of the Council.
3. The Council's Groundsman, Maintenance and Caretaking staff will be responsible for maintenance and safety of plant and equipment under their control.
4. It is the responsibility of all employees to co-operate with the council to achieve a healthy and safe workplace and to take reasonable care of their own and others health and safety.
5. All health and safety concerns must be reported to the Parish Clerk and in her absence the Chairman.

3. RISK ASSESSMENTS

1. Risk assessments will be undertaken and reviewed every twelve months, or sooner if significant changes occur, by the Parish Clerk/Assistant Clerk and checked annually by Council.
2. A written play area risk assessment will be carried out annually by The Play Inspection Company. Visual checks will be carried out weekly by the caretaking staff.
3. A risk assessment of the cemetery memorials will be carried out annually; a visual check every year with a full wobble test every three years.
4. The Council will be responsible for ensuring action identified in risk assessments is taken and will check that such action has removed or reduced such risks to an acceptable level.

4. CONSULTATION

1. Consultation with employees will be undertaken by the Parish Clerk.

5. SAFE VEHICLES, PLANT AND EQUIPMENT

1. The Council's Groundsman will be responsible for identifying vehicles, plant and equipment requiring maintenance or repair.
2. Vehicles and mechanised plant and equipment will be serviced at least annually by contractors approved by the Council, or in accordance with manufacturers' recommendations.
3. Any problems identified with vehicles, plant and equipment must be reported to the Parish Clerk.
4. The Parish Clerk and Groundsman will check that new vehicles, plant and equipment meet health and safety standards, prior to acquisition.

6. SAFE HANDLING AND USE OF SUBSTANCES

1. The Parish Clerk will be responsible for identifying all substances, which need a COSHH assessment.
2. The Parish Clerk will undertake COSHH assessments and will be responsible for ensuring that all actions identified are implemented.
3. The Parish Clerk will check, prior to purchase, that any new substances can be used safely.
4. COSHH assessments will be reviewed every twelve months or sooner if there are significant changes.

7. INFORMATION AND INSTRUCTION

1. The Health and Safety Law Poster is displayed at the Memorial Centre, the Community Centre and the Lady Olivia Centre.
2. Health and Safety Advice is available from the Parish Clerk.
3. The Parish Clerk will arrange supervision of young workers/trainees.

8. COMPETENCY FOR TASKS AND TRAINING

1. The Parish Clerk will provide induction training to employees.
2. Job specific training will be provided by either Parish Clerk or an appointed Councillor.
3. Specific tasks requiring special training are:
 - a. Operation of the Council's grounds equipment;
 - b. Operation of any weed spraying equipment.
4. Training records are kept by the Parish Clerk.

9. ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

1. First aid boxes are kept at the Memorial Centre, the Community Centre, the Lady Olivia Centre and in the Memorial Centre work shed.
2. All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept at the appropriate premises.
3. The Parish Clerk is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authorities.

10. PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. The Council will provide to all appropriate employees PPE for:
 - a. Respiratory protection;
 - b. Eye and/or facial protection;
 - c. Hand and foot protection;
 - d. High visibility clothing, and
 - e. Other appropriate protective clothing for specific tasks.
2. All employees are required to make use of such equipment, appropriate to the tasks being undertaken.
3. The Groundsman, maintenance and caretakers will be responsible for ensuring that their PPE is in good serviceable condition. Any requirements, including new requirements, shall be reported to the Parish Clerk.

11. EMERGENCY PROCEDURES

1. The Parish Clerk will be responsible for ensuring that fire risk assessment is undertaken and implemented on Parish Council owned property.
2. Escape routes and emergency evacuation procedures must be tested annually.
3. Fire extinguishers are maintained and checked by a recognised Fire Safety Company annually.
4. Fire alarms, where fitted, must be checked and serviced annually on Parish Council owned property.

12. CONTRACTORS

1. The Parish Clerk will have overall responsibility for the management of contractors engaged by the Council and issues of concern relating to any safety aspects of their operations, will be reported to the Clerk.
2. Work undertaken for the Council by contractors must be inspected, either by the Parish Clerk or by an appointed Councillor, to check that it has been completed satisfactorily and left free of safety hazards.

13. MONITORING AND REVIEW

- 1. The Parish Clerk is responsible for investigating accidents and any work-related causes of sickness absence.
- 2. The Parish Clerk is responsible for acting on investigation findings to prevent a recurrence.
- 3. The Parish Clerk is responsible for ensuring that regular inspections of Council buildings and land, working conditions and work systems take place.
- 4. The Parish Clerk is to report to the Council annually on Health and Safety issues.

14. AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

- 1. The Parish Clerk is responsible for ensuring that regular checks of the AED's take place and that the consumable parts are in date.
- 2. Training sessions will be provided as required.

Adopted at meeting of Brampton Parish Council held on 26th of July 2023

Next Review: July 2024

Signed.....
Tess Rogers
Parish Clerk