

HEALTH AND SAFETY POLICY



Introduction

This policy sets out the general principles and approach that Sopley Parish Council will follow in respect of Health and Safety legislation for premises and activities for which the Council is responsible. It is the responsibility of all councillors' and employees of the council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.

THE PARISH COUNCIL'S SAFETY POLICY STATEMENT

1. Sopley Parish Council, in accordance with the requirements of The Health and Safety at Work Act (1974), and The Management of Health and Safety at Work Regulations (1998), accepts its duty to provide and maintain safe and healthy working conditions for all its employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.
2. The Parish Council will take all reasonable steps to ensure that it complies with the law on Health, Safety and Welfare and any relevant Regulations, Approved Codes of Practice and Guidance. It will provide the resources to ensure the safety of its employees and others affected by its work.
3. The Parish Council will take all reasonable steps to ensure:
 - 3.1 That information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.
 - 3.2 That its work, in all its forms, is done in ways so that members of the public are not put at risk.
 - 3.3 That arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
 - 3.4 That this policy is brought to the attention of all employees, members of the public, contractors, volunteers and Councillors and is reviewed annually.
 - 3.5 That, when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.

Sopley Parish Council Health & Safety

4. The Parish Council is responsible for managing safety, based on the council's safety policy.
5. The Clerk shall keep copies of all risk assessments, method statements and Health and Safety documents, in labelled Health and Safety files.
6. All Councillors, employees/contractors and volunteers have a duty to take reasonable care for their own health and safety and that of any persons who may be affected by their acts or omissions.
7. Day to day matters of Health and Safety are dealt with by the Clerk acting on behalf of the Council.

8. General Arrangements (Council Premises)

8.1. Any accidents, injuries or dangerous occurrences must be recorded in the accident book and where necessary the Clerk will report these to the HSE by telephoning 0845-300-99-23. Thereafter all such accidents should be brought to the attention of the Council. On the event of a serious injury or dangerous occurrence the Chairman or in their absence the Vice Chairman should be informed immediately.

8.2. A first aid box is located in the council building, and periodic checks will be carried out to ensure the contents are adequately maintained.

8.3 The accident book is located in the Kitchen.

9. Fire safety

9.1 A fire risk assessment is located in the Health and Safety file located in the hall kitchen and will be reviewed and revised as and when necessary (or at least annually)

9.2 All members of the Parish Council and user groups must be made aware of the Fire Risk Assessment and its contents.

9.3 It shall be the responsibility of the person booking the facilities to ensure that fire exits and passageways are kept clear at all times as detailed in the hire agreement

9.4 The Hall manager will visually inspect the fire extinguishers monthly and will organise annual inspections by an appointed contractor.

9.5 The Hall manager shall test the fire alarms on a weekly basis.

9.6 Any electrical equipment brought onto council premises shall be safe, in good working order and used in a safe manner.

10. Risk Assessments

10.1 The Parish Council will carry out risk assessment of its activities as and when necessary and review these annually.

10.2 The Parish Council will set up and monitor policies and procedures to reduce any risks that are identified.

10.3 The Parish Council requires contractors to supply Risk Assessments, written Method Statements and Safe Systems of Work prior to starting any major works on behalf of the council.