



HEALTH & SAFETY AT WORK

Old Basing & Lychpit Parish Council Safety Policy Statement

1. INTRODUCTION

An organisation having five or more employees is required by the Health and Safety at Work Act 1974 and The health and Safety (Work Places) Regulations 1992 to have a written safety policy in place. Old Basing & Lychpit Parish Council (OBLPC) currently employs six staff, therefore the Council must issue a policy statement to all its employees; this policy statement will be updated to take account of changes in legislation or circumstances as they occur. The Display Screen Equipment Regulations 1992; The Provision and Use of Work Equipment Regulations 1998 and The Control of Substances Hazardous to Health Regulations 1999 (COSHH), must also be included in the policy statement.

2. GENERAL STATEMENT OF POLICY

Old Basing & Lychpit Parish Council's aim is to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees and councillors. In addition, OBLPC accepts that it has an obligation for the health and safety of other people who use its recreational facilities and buildings, or are affected by its activities. OBLPC also advises its staff that it has a duty of care under the Health and Safety Regulations.

The allocation of duties for safety matters and the particular arrangements which will be made to implement them are set out on the following pages.

Signed: *Mark Ozczyk*

Title: Chairman of Old Basing & Lychpit Parish Council

Dated: July 2018

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3. Old Basing & Lychpit Parish Council consists of 12 elected councillors and at present six permanent employees. There is also a voluntary post of Tree Warden.

The job titles are:

Parish Clerk
Deputy Parish Clerk
Grounds & Facilities Manager
Assistant Groundsman
Litter Warden (Old Basing)
Litter Warden (Lychpit)

4. RESPONSIBILITIES

- 4.1 The Clerk is responsible for the implementation of the Health & Safety Policy.
- 4.2 It is the duty of all staff and councillors to be aware of the requirements of the Safety Regulations specified, to co-operate with each other to ensure a health and safe workplace and to take reasonable care of themselves and others.
- 4.3 If any councillor or member of staff notices a health or safety problem he/she cannot deal with, the matter must be reported to either the Council Chairman, the Vice-chairman or the Parish Clerk as soon as possible.
- 4.4 All staff and councillors must be aware of the location of First Aid points (see paragraph 5.1).
- 4.5 It is the responsibility of the Parish Clerk to ensure that all contractors have a satisfactory Health & Safety Policy. The Parish Clerk will advise contractors of any known potential hazards which may affect their activities.
- 4.6 The Parish Council, with the support of the councillor/member of staff with responsibility for safety issues, is responsible for:
- (i) Review of this policy from time to time.
 - (ii) Maintaining the Council buildings, equipment and grounds in a safe and health state and ensuring that all warning signs are in place and visible to all personnel and the public.

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- (iii) The general supervision of the staff to ensure that they remain safe and health whilst at work. Risk assessments for staff, buildings and play areas are carried out by members, officers, or by experts co-opted by the Council.
 - (iv) Training of staff in the safe use of equipment, machinery and substances, and in health and safety matters generally. Records of staff training shall be maintained and are kept in the Parish Council office. Suitably qualified persons or organisations as appropriate will carry out the training on site. Staff will also attend training courses as appropriate.
 - (v) Providing a safe working environment and ensuring that the storage of substances and equipment is in accordance with any rules and/or legislation. Records of the storage of noxious substances shall be maintained (see paragraph 5.8).
 - (vi) Ensuring that the correct protective clothing is available where necessary.
 - (vii) Ensuring that a proper procedure for reporting and recording accidents is in place using an incident book which is kept in the Parish Council office. This procedure applies to the following areas:
 - Pavilion
 - Workshop
 - Lychpit Community Hall
 - the recreation areas
 - allotments
 - cemetery
 - (viii) Ensuring that hirers and lessees of the Council's facilities are aware of their obligations under the Health & Safety legislation.
 - (ix) Providing means to allow staff to consult on matters affecting their health and safety.
- 4.7 All Employees must:
- (i) Co-operate with each other, the Council Chairman and Council members on health and safety matters.

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- (ii) Not interfere with anything provided to safeguard their health and safety.
- (iii) Take reasonable care of their own health and safety.
- (iv) Report any health and/or safety concerns in respect of the Council's buildings or sites/play areas to the Parish Clerk or the Council Chairman. In the absence of these officers the report must be made to the Grounds & Facilities Manager or to any available councillor.

5. ARRANGEMENTS

5.1 First Aid

First Aid boxes are provided in the following locations:

- The Parish Office
- The Parish Meeting Room
- The Pavilion tea/changing rooms
- The Workshop
- The Lychpit Community Hall (located in the kitchen)

Anyone using a first aid box must report the fact to the appropriate person as soon as practicable. Records of all incidents involving the use of a first aid box are to be kept in the Parish Council office. The Council's qualified First Aider and/or Parish Clerk are responsible for ensuring the first aid boxes are always fully equipped. Rules regarding the use of first aid boxes are provided with the boxes.

5.2 General Fire Safety

Fire extinguishers and proper signs indicating exits addressing fire safety are provided in all buildings. The Parish Council has a contract to maintain and/or repair fire extinguishers and the Parish Clerk will arrange for any special visits by the company.

Fire escape routes are checked periodically by the Grounds & Facilities Manager.

5.3 Training Records

Training Records are kept in the Parish Council office in the Pavilion. It is the responsibility of the individuals requiring training to ensure that they attend refresher and other courses as required.

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5.4 Accidents

All accidents are recorded (see paragraph 5.7) and the details kept in the Parish Council office. All accidents must be recorded. If the person having the accident is unable to do so, then a Parish Council employee or councillor must carry out this action. The following **MUST** be reported to the Health & Safety Executive via its Incident Contact Centre:

- (i) Deaths
- (ii) Major injuries
- (iii) Accidents resulting in three days or more off work
- (iv) Diseases
- (v) Dangerous occurrences

5.5 First Aid

The appointed person is the Grounds & Facilities Manager.

5.6 Electrical Aparatus/Installations

Electrical equipment must have its plugs and cables inspected annually for loose connections. Any extension leads and portable equipment must also be examined to ensure that they are safe. Permanent installations e.g. wall sockets, water heaters etc. must also have annual checks. The Parish Clerk is responsible for ensuring that a qualified electrical contractor is engaged to carry out the annual checks.

There is a certain amount of external electrical equipment, mainly lighting, which must also have an annual examination and, again, the Parish Clerk will arrange for a qualified electrical contractor to carry out the work.

Records relating to the annual electrical inspections are kept in the Parish Council office.

5.7 Safety File

A copy of NALC's health and Safety Manual is held in the Parish Council office; this document contains information relating to the Acts specified in Clause 1.

Any other information not filed elsewhere relating to Health and Safety is held in a Safety File in the Parish Council office.

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5.8 Hazardous Apparatus and COSHH Requirements

The Grounds & Facilities Manager is responsible for the correct, secure storage of hazardous chemicals and apparatus connected with his activities. Records maintained by the Grounds & Facilities Manager relating to apparatus and chemicals are filed in the Parish Council office. Additionally the Grounds & Facilities Manager keeps COSHH data sheets in respect of hazardous substances.

Contractors who carry out the main cleaning of the Pavilion and the Lychpit Community Hall are required to advise the Council of any hazardous substances they store on site.

5.9 Emergency Services

The telephone numbers/addresses of the Parish Clerk, Grounds & Facilities Manager and Parish Council Chairman and Vice-chairman must be made available to the emergency services to facilitate access to sites/records outside of normal working hours.