

# CROWLE PARISH COUNCIL

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## HEALTH AND SAFETY POLICY

### Health and Safety Policy Statement

The policy of CPC is to provide and maintain a safe and healthy working environment for its staff, councillors and volunteers and to provide information, training and supervision as necessary for this purpose. It is also to ensure that the public are kept safe when on Council premises or land or using PC owned equipment.

Any contractors engaged by the PC must be appropriately insured, trained and have their own H&S policy covering their work, including PPE where appropriate.

The Council acts on guidance about Health and Safety and is informed by the Health and Safety at Work Act 1974. The Council has an insurance policy which covers Public Liability, Employers Liability and cover for Councillors, Volunteers and events.

The Chair of CPC regards communication between employees, councillors and the PC as an essential part of Health and Safety management. Health and Safety matters will be discussed at PC meetings.

Staff, councillors and volunteers have a responsibility to co-operate and accept their duties under this policy.

This policy will be reviewed annually. The next review date is

Signed (Chair of PC)..

Date:

### Responsibilities

Overall responsibility for the Health and Safety procedures at CPC lies with the Chair of the PC but all staff and councillors are required to read and understand the policy and be aware of H&S legislation.

This includes safety in the following areas:

Public health and safety whilst using or on PC owned equipment or land.

Infection Control

Risk assessments (see also PC document **CPC 'Risk Schedule'**)

Hazardous substances (COSHH)

Maintenance and monitoring of equipment and electrics.

Investigation of accidents – staff, Cllrs or the public.

Fire Safety

Manual Handling by staff and Cllrs.

## **Public safety**

The PC, its employees or contractors will carry out H&S/risk assessments to ensure that Council owned land/trees or equipment is safe and maintained so as to reduce the chances of any accidents or incidents occurring. Appropriate signage will be used to warn the public of any potential hazards e.g. deep water on PC land.

The PC will act on any report of potential safety hazards reported by employees or the public in relation to any land or equipment it owns e.g. the playground area, allotments, field and amenities, Green pool or the Parish garden.

If the concern is regarding a problem within the community that is the responsibility of a higher council (e.g. roads, pavements, stiles) landowner (e.g. hedges, walls) or utility company (e.g. telegraph wires, drain) this will be reported promptly to the appropriate body and followed up.

## **Accidents**

The Clerk has a qualification in Emergency First Aid in the Workplace and has attended training related to another role.

### **The Field Caretaker.....**

All accidents and hazardous incidents occurring on Council business must be reported to the Chair of the PC using an accident report form and these taken to the next PC meeting.

The PC will decide whether the incident should be reported to the Health and Safety Executive under the '*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*'. Guidance on RIDDOR reporting and links to online reporting forms are available.

## **Office at Home**

Councillors, employees and volunteers who carry out work on behalf of the council from home must ensure that the work area is safe and, if in doubt, as for assistance to make them so. (e.g. cabinets, shelving, desks, electrical sockets and equipment)

## **Display Screen Equipment (DSE)**

Display screen assessments are conducted by the clerk for their role. Cllrs and staff should be aware the health and safety aspects of this type of work.

Eye sight tests are arranged on request.

Foot rests, wrist pads and screen filters should be used if required by the user.

## **Electrical Safety**

Regular visual inspections on all electrical equipment in the Clerk's Office are carried out by them. Any equipment used by the Field caretaker is also checked and PAT tested if necessary.

Electrical equipment is checked regularly by staff to ensure that leads and plugs are secure. If any problems are located, an electrician is called to repair.

## **Fire Safety**

Meetings are generally held at the Parish Hall which is regularly inspected for Fire Safety and has appropriate equipment on the premises to deal with a small fire. Everyone is aware of the fire escape routes from this building.

Any member of staff or councillor who observes a potential fire hazard on PC owned property should report it immediately.

Staff and councillors are only expected to tackle a fire if it poses threat to their personal safety.

## **Manual Handling Operations**

Staff and Cllrs should take care to lift and perform manual tasks appropriately whilst on PC business to avoid injury to themselves and others. Training can be arranged where necessary.

## **Personal Protective Equipment**

Personal protective equipment must be used in circumstances where there is a risk to health (e.g. tough gardening gloves for cutting back brambles or disposable plastic gloves when handling contaminated waste.) Contractors, volunteers or employees working on or near the highway must wear clothing that ensures they are visible to traffic.

## **Work Equipment**

All equipment used must be maintained in good working order and repair. Records of any servicing of such equipment should be kept. Where appropriate equipment is clearly marked with health and safety warnings and staff provided with adequate protection.

## **Hazardous substances**

A number of hazardous substances are used by contractors – see COSHH sheets in this file. These must be handled with care to avoid skin and eye contact, inhalation or ingestion and contractors are expected to inform the PC if there is any hazard to the public of their activities.

## **Safeguarding**

Cllrs and staff may often be alone when dealing with Council matters and they must be aware of safeguarding themselves and others. If necessary, a second person should be asked to attend any meeting in which the person is unsure or uncomfortable for any reason.

The PC has a monthly magazine which contains advertisements from various local companies. It is made clear that anyone pursuing any advert does so at their own risk. The PC do not accept adverts for childcare.

## **Contractors**

Any contractors employed by the PC will be expected to demonstrate their qualifications and commitment to H&S, to perform risk assessments and hold appropriate insurance cover for their work.

## **Specific Inspections**

The Council will have an Annual Inspection from a qualified contractor for playground and trees on their land. Any recommendations made by the specialists will be acted upon. Between the annual inspections, routine inspections (guided by the specialists) will be carried out by the Council, and also after bad weather or any reports of concern from the community.

## **Risk Assessments**

For each activity carried out on behalf of the PC by an employee, councillor or volunteer, a risk assessment should be completed by the person(s) carrying out that activity and authorised by the Parish Council to ensure that it is safe.