



SENELEY GREEN PARISH COUNCIL

HEALTH AND SAFETY POLICY

1. GENERAL STATEMENT OF POLICY

1.1 It is the policy of the Council to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and councillors and to provide such information, instruction, training and supervision as they need for this purpose.

1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

1.3 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed annually.

2. RESPONSIBILITIES

2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of Seneley Green Parish Council. The Council is responsible for this policy being carried out at all Council premises.

2.2 All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.3 Whenever an employee or Councillor notices a health or safety problem which they are not able to resolve, they must inform the Clerk or Chairman

3. FIRST AID

3.1 A First Aid box is located in the kitchen area at both halls

3.2 The Clerk shall be responsible for maintenance of the box.

3.3 All accidents or injury, however trivial it may appear at the time, must be recorded in the Accident Book.

4. REPORTING AND RECORDING ACCIDENTS

4.1 A copy of the Accident Record Book is kept by the Clerk.

4.2 Accidents shall be reported immediately to the Clerk who will record them in the Accident Record Book.

5. FIRE SAFETY

5.1 Maintenance of the fire extinguishers at the halls is the responsibility of the Clerk.

5.2 Fire exits shall be kept free from obstructions.

5.3 Notices shall be displayed giving directions for the evacuation of the building in the event of fire.

5.5 Smoking (including e-cigarettes) are not allowed inside or immediately outside the entrances to the Council's premises.

6. TRAINING

6.1 The Council has overall responsibility for training.

6.2 All newly appointed staff will be given a copy of the Council's Health and Safety Policy.

7. RISK ASSESSMENTS

7.1 The risk assessments for the Parish Hall, Community Hall and Playing Fields are reviewed annually and whenever there is a change to the Council's activities.

8. PERSONAL SAFETY OF STAFF AND COUNCILLORS

8.1 Employees and councillors should take reasonable care of themselves when and follow rules and procedures designed for safe working.

8.2 In the event that employees or councillors are in a **lone working** situation at either of the halls – all doors should be securely closed. Employees and Councillors should notify someone when carrying out lone working (on leaving home and again on return) so that person is able to raise the alarm if return notification is not received. Councillors and employees should carry a mobile phone at all times.

8.5 Meetings with members of the public at the halls should be by appointment only. The Chairman and Clerk should be made aware of appointments.

8.6 Instances of abuse by a member of the public should be reported to the Chairman and/or Clerk, and support offered to the staff member or councillor if necessary.

8.7 The Chairman of an evening meeting is responsible for ensuring staff are not left alone at the meeting venue.

8.8 The Chairman of a meeting is responsible for ensuring that the meeting place is left in a secure and appropriate manner.

This Policy was approved: Minute Ref 8 – Annual Meeting of Parish Council, 20th May 2021

This Policy was reviewed at the Annual Meeting of the Parish Council held on 18th May 2023 and signed by Cllr S Murphy, Chairman