

LOCKINGTON PARISH COUNCIL

1. HEALTH AND SAFETY POLICY

1.1 The Council recognises its responsibility as an employer to provide a safe and healthy environment for all its employees, contractors, voluntary helpers, and others who may be affected by the activities of the Council.

1.2 The Council will try to meet its responsibilities under the Health and Safety at Work etc Act 1974 and subsequent regulations.

1.3 If appropriate, the Council will seek expert technical advice on Health and Safety matters.

2.0 Aims of the Policy

2.1 To provide as far as is reasonably practicable:

- a) A safe place of work and a safe working environment;
- b) Employees, contractors, and voluntary helpers need sufficient information, instruction, and training to perform their work safely.
- c) Care and attention to health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

3.0 Arrangements and Responsibilities

3.1 The Clerk will:

- a) Keep informed of relevant Health and Safety Policy legislation and advise the Council accordingly.
- b) Make adequate arrangements to implement the Health and Safety at Work Policy.
- c) Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council.
- d) Ensure that regular risk assessments are carried out of working practices and assets and maintain a record of risk assessments;
- e) Make adequate arrangements to ensure contractors or voluntary helpers working for the council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Council's Health and Safety at Work Policy.
- f) Ensure that the Council's work activities do not unreasonably jeopardise the health and safety of members of the public.
- g) Maintain a central record of notified accidents; and
- h) When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.

3.2 All employees, contractors and voluntary helpers will:

- a) Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety;
- b) Take reasonable care of their own Health and Safety, use appropriate personal protective clothing and, where applicable, ensure the proper First Aid materials are available;
- c) Take reasonable care for the Health and Safety of other people who may be affected by their activities;
- d) Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety;
- e) Do not misuse any plant, equipment, tools, or materials to cause health and safety risks.
- f) Report any accidents or hazardous incidents to the Clerk.
- g) Contractors will ensure they have the correct skills and competence to perform the role they are employed for.
- h) Contractors will ensure they have the correct level of third-party liability insurance.

3.3 The Council will:

- a) Take seriously its Duty of Care to employees;
- b) Ensure that appropriate levels of insurance are in place;
- c) Carry out risk assessments as needed;
- c) Ensure this policy is reviewed at least annually;

4.0 General

4.1 An accident or injury at work, however trivial it may appear at the time, must be reported to the Chairman. Details of the accident should be recorded in the Accident Book held by the Clerk. In an accident requiring first aid treatment, assistance should be available from a first aider (if available). If it is necessary to call an ambulance, dial 999 for the emergency services. On no account should you move anyone who appears to be seriously injured unless it is essential to do so for reasons of personal safety.

4.2 Legislation covering the control of substances hazardous to health (COSHH) requires that all substances used in the workplace be assessed to identify their risk to health. Fortunately, relatively few substances in an office environment might be hazardous to health. Still, some, such as photocopier toner, typing correction fluids, and kitchen cleaning materials, should be stored separately and safely.

4.3 All electrical equipment must be maintained to prevent danger. Electrical inspections are conducted and checked to comply with National Inspection Council for Electrical Installation Contractors (NICEIC) standards.

4.4 Lone staff members should not arrange to meet unknown contacts except in public places. All staff members should provide details to another person about where they are going, the purpose of the visit, and their anticipated return time. If there is any unexpected change to this, please telephone them if possible.

4.5 Aggressive Situations—It is recognised that some employees may be subjected to aggression because of their jobs. Situations resulting in verbal abuse, antisocial behaviour, and physical assault must be reported to identify possible remedial action.

4.6 The clerk's workspace will undergo a risk assessment, and potential problem areas will be identified and corrected.

Lockington Parish Council Chairman
Parish Councillor John Rowson

Clerk to Lockington Parish Council
Mr. Gareth Rees