



HEALTH AND SAFETY POLICY

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1. Purpose

- 1.1 This Health and Safety Policy (this Policy) has been written in compliance with the Health and Safety at Work etc Act 1974 (HASAWA) to provide a clear statement of intent in respect of the management of health and safety by Ashurst Wood Village Council (the Council).

2. Introduction

- 2.1 The Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, councillors, volunteers and others who may be affected by the activities of the Council.
- 2.2 The Council also recognises that, as a public body, its responsibilities extend to the health and safety of members of the public who attend meetings, make use of its facilities and services, or attend events organised by the Council.
- 2.3 The Council will meet its responsibilities under HASAWA and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
- 2.4 The Council will, when necessary, seek appropriate and competent technical advice on health and safety matters to assist the Clerk in ensuring that its responsibilities are fulfilled.

3. Statement of General Policy

- 3.1 The Council will provide, as far as is reasonably practicable:
- care and attention to the health, safety and welfare of employees, contractors, councillors, volunteers, and members of the public who may be affected by the activities of the Council;
 - safe places of work and safe working environments for employees, contractors and volunteers, taking account of hazards that may be encountered by lone workers;
 - a safe place to hold meetings;
 - systems of work that are safe and with minimal risks to health, identified and implemented following suitable and sufficient risk assessments;
 - safe equipment and supplies for use by employees, contractors and volunteers;
 - clear and sufficient information, instruction and training for employees, contractors and volunteers to enable them to carry out their work and activities safely;
 - council-owned assets that are safe for the use of Ashurst Wood residents and the wider public;
 - measures to minimise risk at public events, identified and implemented following suitable and sufficient risk assessments;
 - arrangements for considering, reporting and reviewing health and safety matters, including risk assessments;
 - arrangements for reporting and investigating accidents and dangerous occurrences, and for considering any findings or recommendations;
 - specialist technical advice and assistance on matters of health and safety when necessary.

4. Scope

- 4.1 This Policy applies to council employees, contractors, councillors and volunteers wherever they are conducting Council business or representing the Council.
- 4.2 This Policy extends to all facilities owned or managed by the Council, namely:
- the Village Centre and environs (managed by the Village Centre Trustees);
 - the council office, meeting room and store;
 - John Pears Pavilion;
 - the MUGA Wall at John Pears Field;
 - the War Memorial;
 - the defibrillator kiosk (former telephone box);
 - village bus shelters.
- 4.3 This Policy extends to all activities and events organised by the Council, including:
- Ashstock;
 - the Village Sports Day;
 - the Christmas Market.

5. Responsibilities

- 5.1 The Council is responsible for:
- formally adopting this Policy;
 - reviewing this Policy annually or more frequently if circumstances dictate, and revising it as appropriate;
 - reviewing and approving risk assessments and safety procedures;
 - routinely addressing health and safety issues and taking appropriate measures to minimise risks.
- 5.2 The Council's Finance and Administration Committee may be delegated to deal with general health and safety matters, and make recommendations to the full Council.
- 5.3 The Council's Events Working Group may be delegated to deal with health and safety matters in respect of activities and events organised by the Council, and make recommendations to the full Council.
- 5.4 The Council's Public Services Committee may be delegated to deal with health and safety matters in respect of facilities and assets owned or managed by the Council, and make recommendations to the full Council.
- 5.5 The Clerk is responsible for ensuring that:
- effective arrangements are in place to implement this Policy on a day-to-day basis;

- the Council is advised about the resources and arrangements necessary to fulfil its responsibilities under this Policy;
- risk assessments are completed for approval by the Council, risk control measures are considered by the Council, risk assessments are reviewed when necessary, and all relevant documentation is retained on file;
- actions and risk control measures approved by the Council are carried out (this includes availability and provision of any items identified in risk assessments such as PPE and first aid equipment and means of communications);
- effective arrangements are in place so that contractors or volunteers working for the Council comply with all reasonable health and safety requirements;
- work activities by or on behalf of the Council do not unreasonably jeopardise the health and safety of members of the public;
- when an accident or hazardous incident occurs, any necessary action is taken as soon as practicable to prevent a recurrence or further accident;
- accidents and hazardous incidents are reported and investigated as required, and a central record is maintained;
- the Council is kept informed of relevant health and safety legislation, and any necessary amendments to this Policy that result;
- health and safety issues that arise are discussed at council or committee meetings as necessary.

5.6 Employees, contractors, councillors and volunteers are responsible for:

- complying with the relevant provisions of this Policy, and with their own health and safety arrangements and safe working procedures relevant to the work being undertaken;
- complying with work instructions for health and safety;
- taking reasonable care for their own health and safety, using appropriate protective clothing where necessary and, where appropriate, ensuring that first aid materials are available;
- taking reasonable care for the health and safety of other people who may be affected by their activities;
- not misusing any plant, equipment, tools or materials;
- not intentionally interfering with or removing safety guards, safety devices or other equipment provided for protection;
- reporting any accidents or hazardous incidents to the Clerk.

5.7 The Village Centre Trustees have overall responsibility for ensuring the implementation of a Health and Safety Policy specific to the Village Centre. The Trustees are also responsible for ensuring that appropriate competent personnel are appointed to undertake specific responsibilities for health and safety in compliance with its Policy. The Council has the responsibility, as freehold owner of the Village Centre, to ensure that such a policy is in place and reviewed annually.

5.8 The independent Youth Club Management Committee has overall responsibility for ensuring the implementation of a Health and Safety Policy specific to the Youth Club. The Youth Club leader is a council employee and

comes within the scope of para. 4.1 of this Policy. The Council appoints a councillor to represent it on the Management Committee.

- 5.9 Leaders of groups and organisations using council-owned facilities are responsible for complying with this Policy and associated health and safety procedures and guidelines.

6. Procedures

6.1 Risk Assessments

6.1.1 Health and safety risk assessments shall be completed, and approved by the Council, as follows:

- a general risk assessment covering the day-to-day activities of council employees and volunteers wherever they are working on council business, taking into account the tasks to be carried out, the equipment to be used, the working environment, and personal factors;
- specific risk assessments for activities not covered by the general risk assessment, including work undertaken by contractors;
- specific risk assessments for activities and events organised by the Council, including those listed in Para.4.3 of the Policy.

6.1.2 If necessary, the Council shall obtain specialist advice to enable suitable and sufficient risk assessments to be completed.

6.1.3 When approving risk assessments the Council shall consider the risk management measures that have been identified and, providing these are considered to be reasonably practicable, shall provide resources to enable them to be put in place.

6.1.4 Checks shall be undertaken from time to time to confirm that the risk management measures are being applied and are effective.

6.1.5 Risk assessments shall be reviewed annually, or as otherwise necessary, and updated if required.

6.1.6 Risk assessments for recurring events shall be completed each time the event is to take place. They shall take into account feedback from previous events and any change of circumstance since the event was last held.

6.2 Lone working

6.2.1 Employees may be required to work by themselves from time to time. Lone workers are defined as those employees who, at any time, work in isolation in the office, or at Council premises or other locations away from the office, without the presence of, or direct interaction with, colleagues.

6.2.2 Lone working is not in itself unsafe, but lone workers can face additional hazards. The provisions of this Policy apply in respect of lone workers, with additional requirements shown below.

6.2.3 This procedure aims to reduce the risks to lone workers, as far as is reasonably practicable, by:

- increasing councillor and employee awareness of safety issues relating to lone working;
- ensuring that risk assessments take account of additional factors relating to lone working;
- ensuring that safe systems and methods of work are put in place;
- ensuring that appropriate support is available to those who must work alone.

6.2.4 In addition to other factors, risk assessments for lone workers shall include consideration of:

- reporting, recording and supervision arrangements;
- communications and traceability (what method of communication and with whom), including in case of emergency;
- travelling to and from sites including safety of access and exit points;
- whether specific tasks can be carried out safely by a lone worker;
- safety and suitability of equipment for individual use;
- personal protection arrangements when working on the highway or where vehicular movements take place;
- personal safety/security including antisocial behaviour and violence.

6.3 Accident and incident reporting and investigation

6.3.1 Employees shall call 999 to report any occurrence requiring the attendance of the emergency services. They shall also inform the Clerk as the earliest practicable opportunity.

6.3.2 An accident is defined as “an unplanned or uncontrolled event or sequence of events that has caused injury, ill health or damage”. An incident is defined as “an unplanned or uncontrolled event or sequence of events that has the potential to cause injury, ill health or damage”.

6.3.3 All employees are encouraged to report violent incidents to the police and dial 999 if they need emergency assistance whilst out and about. For non-emergency cases, employees should inform the Clerk immediately following an incident and the Clerk will thereafter take responsibility for contacting the police.

6.3.4 All accidents and incidents shall be reported to the Clerk who will record them in the Accident Book or Incident Report Log and identify any required action. All incidents where workers feel threatened or unsafe even if no apparent harm resulted should be reported. This includes incidents of verbal abuse.

6.3.5 All accidents and incidents must be reported to the Clerk who will record them in the Incident Report Log and identify any required action. All incidents where lone workers feel threatened or unsafe (even if this was not a tangible event/experience) should be reported. This includes incidents of verbal abuse.

6.4 Safety of Contractors

6.4.1 Contractors shall be required to provide method statements and evidence of health and safety arrangements appropriate to the specified scope of work to be undertaken and to the working environment, and shall be given a copy of this Policy and any other relevant briefing information.

Adopted by Ashurst Wood Village Council: 1 May 2018