

WEST LAVINGTON PARISH COUNCIL

Health and Safety Policy

West Lavington Parish Council recognises and accepts its responsibility for providing a safe and healthy environment for its members; staff; volunteers; visitors; and for anyone affected by its activities.

The Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained. The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

1. **Purpose.** Our statement of general policy is based upon that required by virtue of the Health and Safety at Work Act 1974. Although the Council has only a single employee, the principles of the Act and its underpinning Regulations are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities.

2. **Statement.** Our statement of general policy is:

- a. To provide adequate control of the health and safety risks arising from our activities.
- b. To consult with our staff on matters affecting their health and safety.
- c. To provide and maintain safe equipment.
- d. To provide sufficient information, instruction, and supervision of staff, volunteers and visitors as far as is reasonably practicable.
- e. To ensure all staff and volunteers are competent in their Council-related activities.
- f. Provide adequate training as far as is reasonably practicable.
- g. To prevent accidents and activity-related ill health as far as is reasonably practicable.
- h. To maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides.
- i. To review and revise this Policy as necessary at regular intervals, but at least annually.

3. **Aim.** This policy document is not a comprehensive reference of all work activities undertaken by the Council or the risks involved in those activities. Where necessary, the Council will produce more detailed or specific information and guidance on the control or mitigation of the risks that are associated with its activities. However, no amount of written advice can be a substitute for the application of common sense, care and vigilance by individual persons at all levels.

4. Our statement recognises that the success of this policy must also rely upon the co-operation of all parties to contribute to the health and safety standards of their own workplace and to follow the advice and instructions that are given for this purpose.

5. It is our view, that **all persons** have a role to play in achieving the health and safety standards we expect. It is through a combination of good management and individual commitment that we can best achieve a safe and healthy working environment for all.

6. **Responsibilities.**

a. As the Health and Safety Officer, the Clerk will:

- (1) Keep informed of relevant Health and Safety policy legislation¹.
- (2) Advise Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy².
- (3) Ensure that the Health and Safety Policy and procedures are discussed at the annual corporate plan meeting.
- (4) Ensure risk assessments [general / specific or dynamic] are conducted and recorded, with subsequent consideration and review of any necessary corrective / protective measures.
- (5) Maintain a file of risk assessments.
- (6) Maintain a central record of notified accidents.
- (7) Record contractors' method statements to file and for smaller projects consider asking for details of what arrangements a contractor has in place to ensure safe working practices.
- (8) Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements. Ensure that the activities by the Council do not jeopardise the health and safety of members of the public.

b. The Clerk, Councillors, contractors and voluntary helpers will:

- (1) Familiarise themselves with and cooperate with the aims and requirements of the Health and Safety Policy.
- (2) Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.
- (3) Take reasonable care for the Health and Safety of other people who may be affected by their activities.

¹ As a minimum this will involve subscribing to the [HSE eBulletin service](#).

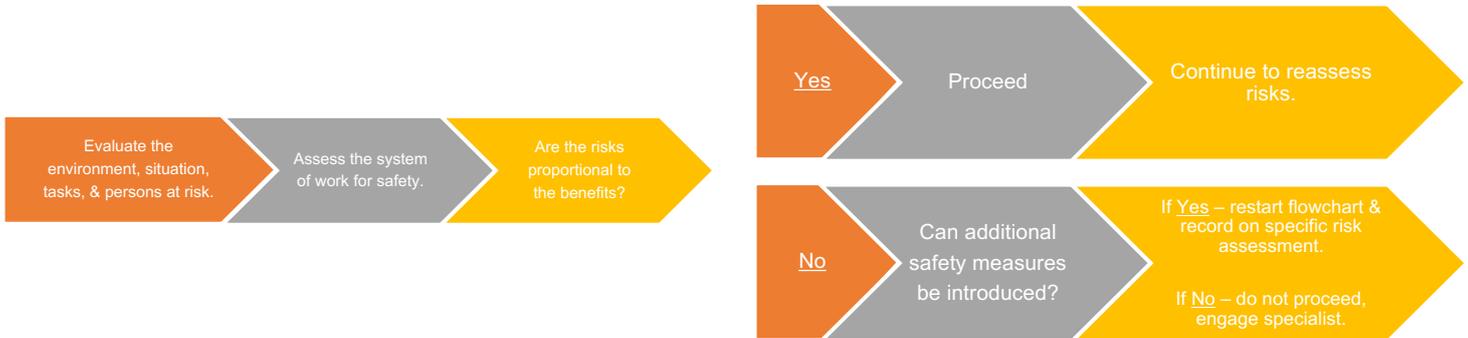
² <http://www.hse.gov.uk/services/localgovernment/sensible-risk/>

7. Method.

a. General.

(1) Whilst the Chairperson remains ultimately responsible for all activity, a Councillor will be named the health and safety 'champion'³ at the annual cooperate plan meeting.

b. Activity Flowchart.



c. Health and Safety at Parish Council Meetings and other events.

(1) Meetings usually take place at the Giles Room in the Village Hall. Prior to each meeting, when setting up the room, a safety check will be carried out by the Health and Safety Champion or identified deputy, in particular to check for slip or trip hazards and that fire exits are not blocked.

(2) Meetings at other venues will be risk assessed in advance.

(3) A fully charged mobile phone with a good signal should be available at all meetings to call the emergency services if someone becomes ill, in case of a fire or other emergency.

(4) A risk assessment will be carried out in advance of any other event organised by the Parish Council.

d. Parish Council Owned Street Furniture.

(1) If a councillor identifies any faults between meetings they should be reported to the clerk.

(2) Details of how members of the public can report issues will be made available on the Parish Council noticeboard and website.

e. Travelling on Parish Council Business.

(1) The Health and Safety guidance on driving at work can be accessed at: <https://www.hse.gov.uk/roadsafety/employer/index.htm>

³ The presence on the Council of a health and safety champion can be a strong indicator that the issue is being taken seriously and that its strategic importance is understood.

- (2) Ensure that you are sufficiently fit and healthy to drive.
- (3) Ensure that your vehicle is maintained in a safe condition and fit for the road.
- (4) Take sufficient account of adverse weather conditions.
- (5) Avoid parking in poorly lit and isolated areas.
- (6) Ensure your motor insurance policy covers the activity you are undertaking.

f. **Engaging Contractors.**

- (1) The council will only engage contractors who are able to demonstrate due regard to health and safety matters.
- (2) The Council will ensure that where contractors or sub-contractors are engaged they must maintain effective control of themselves and those working under them so as to ensure they comply with the responsibilities and duties of the health and safety legislation.
- (3) Contractors will provide written method statements to the Clerk prior to the commencement of work.

g. **Volunteers (incl Councillors).**

- (1) The council will only engage volunteers who are able to demonstrate due regard to health and safety matters.
- (2) All volunteer activities which involve more than attendance at meetings (e.g. planting bulbs in verges) will be risk assessed.
- (3) All volunteers will be given a copy of the Council's Health and Safety Policy and Lone Working Policy if relevant.

8. **Lone working.**

a. **Definition.** For the purposes of this policy, a lone worker is defined as an individual (volunteer, contractor or councillor) who:

- (1) Stays late after everyone else has left the place of work or meeting location.
- (2) Someone who travels alone.
- (3) Someone who works in isolation; this could be outside with the public but who doesn't have another co-worker with them in case they encounter a dangerous situation.
- (4) Someone who can't be seen or heard by a colleague.

b. **Method.** Even with good protocols in place, there will always be unexpected occurrences and possible emergencies.

(1) **Prepare an emergency plan.** Identify risks, and consider potential emergencies that could arise.

(2) **Risk assesses the activity.** This should be recorded to file by the Clerk and discussed with the Chairperson should the activity risk be considered medium or high.

(3) **Contact.** Make sure that someone knows where you are, how to contact you, what your emergency plan is, when you expect to return and what to do if you don't.

(4) **Communicate.** Carry a charged and if necessary topped up mobile phone.

Revised 3 May 18, Reviewed Dec 2023.