



Parish Council Office- The Pavilion- New Barn Close – Prestbury – Cheltenham – GL52 3LP

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# **Prestbury Parish Council Health and Safety Policy**

**Date of policy: February 2024**

**Approving committee: Full Council**

**Reviewed every 3 years**

**Review date: February 2027**

**Policy version reference: Version 1 23/24**

# Health and Safety Policy

## Contents

- Policy Statement
- Purpose of the Policy
- PPC's Duties to Employees
- PPC's Duties to Non-Employees
- Employees Responsibilities
- Risk Assessments
- Health and Safety in Practice
- Auditing

## Parish Council Policy Statement

Prestbury Parish Council (PPC), in accordance with the requirements of The Health and Safety at Work Act (1974), and The Management of Health and Safety at Work Regulations (1998), accepts its duty to provide and maintain safe and healthy working conditions for all its employees. It also accepts overall duty for the care of its Councillors, contractors, visitors, volunteers and members of the public on its premises. In addition, all employees and others have the responsibility to take reasonable care of themselves and others.

### Purpose

The purpose of this policy is to:

- minimise and manage health and safety risks in the workplace.
- provide clear instruction and adequate training to ensure employees are competent to do their work.
- consult employees on matters affecting their health and safety.
- ensure emergency procedures are in place, including evacuation in case of fire or other significant incident (see separate fire risk assessment policy).

### PPC 's Duties to Employees

- (a) to comply with all statutory Health and Safety requirements.
- (b) equipment and systems of work that are safe and without unacceptable risks to health.
- (c) safe arrangements for the use, handling, storage and transport of articles and substances.
- (d) the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.
- (e) the maintenance of PPC's facilities in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks.
- (f) the provision and maintenance of a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work. To include ensuring all necessary personal protective equipment is provided to employees free of charge.
- (g) to adopt all reasonably practicable means to eliminate hazards and reduce the risk of injury (to the lowest achievable level) to its employees.
- (h) display the Health and Safety Law poster, as required by The Health and Safety Information for Employees Regulations 1989, Section 4.

### PPC's Duties to Non-Employees

- (a) to comply with all statutory Health and Safety requirements.

- (b) to adopt all reasonably practicable means to eliminate hazards and reduce the risk of injury (to the lowest achievable level) to anyone using PPC's facilities including councillors, contractors, volunteers and members of the public.
- (c) Inform contractors and councillors of PPC's Health and Safety Policy.
- (d) display the Health and Safety Law poster, as required by The Health and Safety Information for Employees Regulations 1989, Section 4.
- (e) PPC to ensure independent contractors are competent to undertake the work and request that they have public liability insurance cover.

## **Employees**

All employees are required:

- (a) to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- (b) abide by this health and safety policy whilst at work and follow any training given regarding H&S.
- (c) Tell someone (your line manager, a councillor or fellow employee) if you think the work or inadequate precautions are putting anyone's health and safety at risk.

## **Risk Assessments**

To abide by Section 3 of the Health and Safety at Work Regulations 1999, the Clerk will conduct an annual risk assessment of all its activities. This will follow the Health and Safety Executive's five steps to control health and safety risks, that is:

- (a) identify hazards.
- (b) assess the risks.
- (c) control the risks.
- (d) record your findings.
- (e) review the controls.

The Risk Assessments will be conducted annually or more often if necessary.

In line with Section 7 of the Health and Safety at Work Regulations 1999, PPC appoint the Clerk to assist in undertaking the necessary measures to comply with statutory requirements. The council shall ensure that there is time available for the Clerk to fulfil these functions and the means at their disposal are adequate with regard to the size of the undertaking, the risks to which employees are exposed and the distribution of those risks throughout the undertaking. The following policies are in place regarding risk assessments:

- Fire Risk Assessment
- Testing of Portable Electrical Appliances (PAT)
- Lone working in the office
- Workstation self-assessment

- Risk assessments for litter picking, Prestbury Planters, Playing Field and Barley Road Field Public Open Space
- Allotment Sites risk assessment
- A generic risk assessment pro-forma for all potentially hazardous activities

## Health and Safety in Practice

### Safe Systems of Work

Under the Management of Health and Safety at Work Regulations (1992), the PPC will ensure that all work procedures, that expose the operator to a significant hazard are assessed for risk, and that appropriate control measures are applied.

### The Office Environment

The temperature, humidity, lighting, noise and workspace will all be given due consideration in regard to health and safety measures.

### Safe Working and Workplaces

- 1 Fire Safety:** In compliance with fire safety legislation, the PPC provides a range of measures to prevent the occurrence and spread of fire and a range of equipment to detect, warn of, and extinguish fires. These will be regularly tested in accordance with PPC's Fire Risk Assessment Policy.
- 2 Safety of Equipment and Machinery:** In compliance with the Provision and Use of Work Equipment (PUWE) Regulations (1998) the PPC will provide equipment and machinery which is safe in its construction, safe to use in the place where it is to be used, and safe for the purpose for which it is to be used. Portable Appliances belonging to PPC will be regularly tested in accordance with PPC's PAT Policy.
- 3 Risk assessment:** In compliance with the Management of Health and Safety at Work Regulations (1992) the PPC will make a suitable and sufficient assessment of the work-related Health and Safety risks to which staff and members of the Parish Council (and visitors, contractors and the public) may be exposed. The Parish Council has devised a written scheme of risk assessments which will be applied, unless an assessment required by other statutes (e.g. COSHH) has already been carried out.
- 4 First Aid:** In compliance with the Health and Safety (First Aid Regulations (1981), the Parish Council encourages staff, and Councillors who may engage in hazardous activities on behalf of the Council to undertake first aid at work training, and refresher courses as appropriate at three-year intervals.
- 5 Reporting and monitoring of accidents and 'near-misses':** The Parish Council has a statutory duty (under the Notification of Accidents, Dangerous Occurrences Regulations (1980)) to record all accidents. Anyone who has an accident or suffers a 'near-miss' while on Council's business must ensure that they complete an entry in the **Accident Book** which is kept in the Council's office.
- 6 Reporting to the Health and Safety Executive under RIDDOR:** Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR, 1995) the Parish Council has a statutory obligation to report certain types of incidents and accidents to

the HSE. The HSE may investigate any incident/accident which is reported to them. The notifiable types of incidents are:

- a fatality;
- a specified major injury (fracture of skull, spine or pelvis);
- fracture or amputation of limb(s);
- loss of sight or penetrating injury to an eye;
- severe electric shock or any other injury which results in hospitalisation for more than 24 hours;
- an injury which results in incapacity to work for more than three days.

- 7 Display Screen Equipment:** The Health and Safety (Display Screen Equipment) Regulations 1992 applies to workers who use Display Screen Equipment daily, for an hour or more at a time. The regulations do not apply to workers who use Display Screen Equipment infrequently or only use it for a short time. PPC will encourage employees to reduce the risks associated with using Display Screen Equipment by taking regular breaks and provide an eye test if an employee asks for one. Full details can be found published by the Health and Safety Executive.
- 8 Employers Liability Insurance:** Local councils are required by law to insure against liability for injury or disease to their employees arising out of their employment under the provisions of the Employers' Liability (Compulsory Insurance) Act 1969. Full details can be found published by the Health and Safety Executive. A copy of the Certificate for PPC of Employer's Liability Insurance is displayed in the office.
- 9 Manual handling:** Legislation around manual handling is covered under The Manual Handling Operations Regulation 1992. Full details can be found published by the Health and Safety Executive.

## **Auditing**

To comply with the Management of Health and Safety at Work Regulations (1992) the Parish Council has an obligation to audit its Health and Safety management systems. This will be carried out annually by the Clerk, and a report considered under a standing agenda item at the March meeting of the Finance and General Purposes committee.

## **Lead Councillor for Health and Safety**

The F&GP Committee shall agree a lead councillor for Health and Safety whose role will include a review of the hard copy of the H&S file, undertaking the annual H&S inspection with the clerk and monitoring of actions arising from the annual H&S report. The Chair of the Parish Council will be expected to participate in the annual H&S inspection.

<b>Checklist – Health and Safety Procedures</b>				
<b>Issue</b>	<b>Action</b>	<b>Who</b>	<b>Completed</b>	<b>Due Date</b>
<b>Ensure proper assessment, monitoring and reporting of H&amp;S issues</b>	Risk assessment undertaken for:  Playing field Litter picking Robson Field Barley Road Field	Clerk		
	Maintain register of incidents and near misses	Clerk		
	Parish staff to receive appropriate training in H&S	Outside Agency		
<b>Ensure staff are safe at work</b>	Emergency procedures in place and fit for purpose.	Clerk		
	Lone working procedures in place and fit for purpose.	Clerk		
<b>Ensure safety of users of community assets</b>	Weekly check of playground equipment, MUGA and tennis courts	Groundsman		
	Annual check of trees owned by Parish Council	Outside agency		
	Annual check of notice boards, grit bins and bins.	Clerk		
<b>Ensure safety of allotment tenants</b>	Annual review by Allotments Committee of H&S measures at the Blacksmiths Lane site.	Allotments Committee		
<b>Ensure proper first aid practice is followed</b>	First aid equipment is available in the office.	Clerk		
	First Aid training provided to staff and councillors every 3 years if they wish to participate.	Outside Agency		
<b>Defibrillator</b>	Monthly checks	HB		
	Residents made aware of locations.	Clerk		
	Annual training for use of the defib for staff, councillors, and members of the public if they wish to participate.	Outside Agency		