



LITTLE MARLOW PARISH COUNCIL

HEALTH AND SAFETY POLICY STATEMENT IN ACCORDANCE WITH SECTION 2(3) OF THE HEALTH AND SAFETY AT WORK ETC. ACT 1974

Resolved at the Council Meeting 17th August 2021

1. INTRODUCTION

This document has been compiled to provide information and guidance to all employees on the Health and Safety Policy of Little Marlow Parish Council (“**Council**”) and the organisational arrangements for implementation of such policy.

2. STATEMENT OF HEALTH AND SAFETY POLICY

- 2.1. It is the policy of this Council to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.
- 2.2. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 2.3. The policy will be kept up to date and reviewed once every four years. A review will also be conducted in the event of a serious accident.

3. THE ORGANISATION AND RESPONSIBILITIES

- 3.1. **Overall Responsibility;** The Parish Council Clerk (“**Clerk**”) has overall and final responsibility for ensuring:
 - 3.1.1. the provision and implementation of the Health and Safety Policy; and
 - 3.1.2. review of the Health and Safety Policy.
- 3.2. The Clerk will be responsible for:
 - 3.2.1. establishing safe systems of work and procedures for carrying out the Council's Health and Safety Policy incorporating any Regulations, approved Codes of Practice and other relevant legislation;
 - 3.2.2. ensuring that safe working procedures and safe systems of work are implemented by staff and contractors and that a safe working environment is provided for them;
 - 3.2.3. ensuring that all employees under his/her control receive adequate training, information and supervision to maintain safe standards.
 - 3.2.4. maintaining safe working practices in order to achieve maximum safety;
 - 3.2.5. ensuring adequate safety supervision and training where required;
 - 3.2.6. ensuring that all safety rules are observed and that protective clothing and equipment is supplied, worn or used where required; and
 - 3.2.7. ensuring that all machinery and equipment is properly maintained and safe to use.
- 3.3. All employees have the responsibility to co-operate with their Line Manager to achieve a healthy and safe workplace and to take reasonable care of themselves and others. All employees of the Council are required to:

- 3.3.1. make themselves familiar with and conform to the Council's Health and Safety Policy;
 - 3.3.2. observe safety rules at all times;
 - 3.3.3. where required, wear protective clothing and use appropriate safety devices provided;
 - 3.3.4. report to their immediate Line Manager all accidents, injuries to persons and damage to vehicles and equipment;
 - 3.3.5. know the location of First Aid facilities;
 - 3.3.6. report all safety hazards as a matter of urgency to their immediate Line Manager;
 - 3.3.7. know what to do in the case of fire or other emergency and the location of fire-fighting equipment;
 - 3.3.8. maintain good housekeeping at all times; and
 - 3.3.9. observe safe standards of behaviour and dress.
- 3.4. All Contractors engaged by the Council are required to
- 3.4.1. assess the risks to health and safety attached to all work to be done
 - 3.4.2. have robust risk management policies in place
 - 3.4.3. submit a copy of their risk management policies to the Clerk
- 3.5. It is the policy of the Council that all employees shall receive training in all safety aspects of their occupation.
- 3.6. It shall be the duty of all staff to carry out a visual safety inspection of equipment prior to using any such machinery.
- 3.7. It shall be the responsibility of the Clerk to investigate all accidents on Council premises and to submit a full report to Full Council who, if necessary, will make recommendations to the Council on accident prevention.
- 3.8. It shall be the responsibility of the Clerk to monitor the maintenance of all equipment and to submit reports for consideration by the Council on replacing machinery that is no longer fit for purpose.

4. GENERAL ARRANGEMENTS

- 4.1. **First Aid;** First Aid boxes are located in:
- 4.1.1. **Pavilion:** The kitchen and Community Office;
 - 4.1.2. **Abbotsbrook Hall:** The kitchen;
 - 4.1.3. **The Chapel:** The Vestry.
- 4.2. The Clerk is responsible for carrying out first aid box checks every six months to ensure the contents are adequately maintained. Defibrillators are located at the entrance to the Pavilion and in Abbotsbrook Hall. They will be checked on an annual basis. The appointed person to deal with First Aid arrangements at the Pavilion is the Clerk.
- 4.3. **Accidents, Injuries and Dangerous Occurrences;** It shall be the responsibility of the Clerk to record all incidents in the Accident Book and to report those Injuries, Diseases and other Dangerous Occurrences to the Health & Safety Executive. The Accident Book is located in the Clerk's office.

5. FIRE SAFETY

- 5.1. Fire risk assessments will be conducted annually for all Council premises.

5.2. **Escape Routes:**

5.2.1. **Pavilion:** It shall be the responsibility of the Clerk to see the fire exits are kept clear at all times;

5.2.2. **Abbotsbrook Hall:** It shall be the responsibility of the Abbotsbrook Caretaker to see the Fire exits are kept clear at all times;

5.2.3. **Chapel:** It shall be the responsibility of the Clerk to see the fire exits are kept clear at all times;

5.3. **Fire Extinguishers;** It shall be the responsibility of the Clerk to organise annual inspections of all fire extinguishers on the Council's premises.

5.4. **Records;** It shall be the responsibility of the Clerk to ensure that all fire safety tests are logged in a records book which shall be provided for this purpose.

6. TRAINING

6.1. It shall be the responsibility of the Clerk to issue all newly appointed staff with a personal copy of the Little Marlow Parish Council's Health and Safety Policy and such supplements as are applicable to his/her duties and responsibilities.

6.2. Contractors and Visitors

6.2.1. Where contractors and sub-contractors are engaged by the Council, they must maintain effective control of themselves and those working under them so as to ensure that they comply with the responsibilities and duties under the Health and Safety at Work Etc. Act 1974.

6.2.2. It shall be the responsibility of contractors and sub-contractors to ensure that any of their staff working on Council land and premises have received adequate training in all safety aspects of their occupation and, in particular, the use of strimmers, mowers, hedge trimmers and other tools and machinery.

6.3. **Special Training;** Only those contractors or sub-contractors and those working under them who have attended the appropriate courses, and obtained the appropriate certificates, will be authorised to use chainsaws, pesticides and herbicides.

6.4. The Council shall ensure that those not in the employment of the Council, including the general public, are not exposed to risks to their safety or health when on the Council's premises.

7. ADVICE AND CONSULTANCY

The HSE Inspector's Office responsible for Bucks is:

Local Area Inspector
Woodlands
Manton Lane
Manton Lane Industrial Estate
Bedford

Office: 0300 0031747

Website: www.hse.gov.uk