

Herne and Broomfield Parish Council



Health & Safety Policy

September 2024

Introduction

This Policy sets out the principles and working practices that Herne & Broomfield Parish Council will adopt in relation to Health & Safety for the premises and sites that they are responsible for, as well as any activities that are undertaken, either as a Parish Council or as the Herne Centre.

It is the responsibility of all Parish Councillors, staff and volunteers to be aware of this Policy and abide by their duties in relation to the legislation.

Policy Statement

Herne & Broomfield Parish Council recognises and accepts its health and safety responsibilities in providing a safe and healthy working environment for all its employees, volunteers, councillors, hirers and any visitors to its premises. This is in accordance with the Health and Safety at Work Act 1974, the Regulatory Reform (Fire Safety) Order 2005, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation and common law duties of care.

Duty of the Council

The Parish Council will take all reasonable steps to ensure:

- A safe working environment for all employees, volunteers, members of the public, councillors and contractors. This will be through making sure information, training, supervision on all equipment and facilities, as necessary, is given.
- That welfare requirements are satisfied in relation to ventilation, temperature, lighting, washing and rest facilities for all hirers, councillors, employees, contractors, volunteers and members of the public.
- That all equipment, plant and machinery are safe, suitable for its intended use; that they are regularly maintained in line with the Parish Council's maintenance programme, and that safe systems or work are set and followed.
- Articles and substances that are hazardous to health or welfare are moved, stored, used and disposed of safely. Any hazardous chemicals to be recorded on a COSHH assessment form and stored in the folder located in the lockable COSHH store in the kitchen.
- Will assess the risks to Health and Safety of its workers, and users of the Herne Centre, implementing any measures identified as necessary and recording any significant findings in the health and safety folder.
- This policy is brought to the attention of all councillors, employees, hirers, volunteers, contractors and members of the public, and is reviewed annually at full council.
- The Clerk will keep copies of all risk assessments digitally on the shared folder, and hard copies in the health and safety folder.
- That there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.
- That any work undertaken on its premises or sites, managed by the Parish Council, is done in order not to put members of the public, employees, volunteers, councillors or contractors at risk.

- Provide adequate first aid facilities and ensure that first aid equipment is in date and restocked as required.
- Any damaged equipment or plant is recorded in the Health and Safety folder, highlighted to the Clerk, and then repaired or disposed of as soon as practicable.
- Take precautions, as are necessary, to avoid danger from flammable or explosive hazards, electrical equipment, noise or radiation.
- Provide protective clothing, goggles, gloves or equipment as necessary, to ensure safety of employees, volunteers or councillors, whilst undertaking work on behalf of the Parish Council.
- Avoid hazardous manual handling operations, and where they cannot be avoided, reduce the risk of injury to all staff, councillors and volunteers. All those involved in manual handling must have undergone a manual handling course, which must be repeated every three years.
- Ensure that appropriate safety signs are provided and maintained.
- Day to day matters of health and safety are dealt with by either the Clerk or in their absence the Amenities Manager.
- The Clerk will keep all copies of risk assessments and health and safety documents in the Health and Safety folder situated in the Parish Office or stored digitally on the shared database. All risk assessments will be reviewed annually.

Duty of Employees, Councillors, Volunteers, Hirers and Contractors

All employees, Councillors, volunteers, hirers and contractors will:

- Have a duty to take reasonable care for their own health and safety, and that of any persons who may be affected by their omissions.
- Co-operate with the Parish Council on all matters relating to health and safety, including following correct procedures and undergoing training as part of their role. This includes, but is not limited to; manual handling, health and safety, fire marshal and first aid.
- Use work equipment correctly, including personal protective equipment, in accordance with training and instructions.
- Report, at the earliest opportunity, to the Clerk or Amenities Manager, any injuries, accidents, or dangerous occurrences at work, including those involving the public.
- Record in the accident book located in the kitchen any accidents, injuries or near misses. Where necessary, as per the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013), the Clerk, or in their absence, the Amenities Manager, will report these to the Health and Safety Executive (HSE), and the Parish Council at the earliest opportunity. They will also ensure that they will take immediate action to try and prevent the risk of reoccurrence or further accident.
- Report any accident involving a member of the public, where there was a requirement for them to attend hospital for treatment of that injury, as per the RIDDOR 2013 regulations. This does not include when a member of the public has attended as a precautionary measure when no injury is apparent.
- Make a note of any items used in the First Aid kit so it can be replenished at the earliest opportunity.
- Report any broken or damaged equipment to the Clerk or Amenities Manager at the earliest opportunity and ensure that the equipment is removed, or signage applied to ensure this is not used by any staff or members of the public. Record the equipment on the damages form held in the Health and Safety folder in the Parish Office.
- Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

Policy for Visitors and Contractors

When attending the Herne Centre all visitors (apart from those attending as part of a user group activity or the café) and contractors will:

- Attend the Parish Office to sign a visitor book detailing their names, company, who they are seeing and arrival time. Before leaving they will record their time of departure.
- The Clerk, or the Amenities Manager, as appropriate, will take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in case of an accident.
- Report any concerns regarding their own health or safety or suspected unsafe working practices to the Clerk or Amenities Manager who will investigate immediately and report to the Council.
- Be aware of the fire plan and where to go in the event of a fire.
- Have their own health and safety policy and have carried out a risk assessment prior to undertaking work. The Council will make them aware of any known hazards.

Fire Safety

- A fire risk assessment will be located in the Health and Safety folder in the Parish Office, and will be reviewed as and when necessary, but at least annually.
- All councillors, members of staff, volunteers and hirers will be made aware of the Fire Risk assessment.
- All fire exits, passageways and fire extinguishers are to be kept clear at all times and be properly lit.
- The Clerk will ensure that the fire extinguishers, alarms, kitchen hatches and emergency lighting is checked on an annual basis by an appointed contractor. Any repairs or maintenance is carried out in a timely manner.
- The Amenities Manager will ensure that the fire alarms are tested on a weekly basis and the test recorded on the weekly sheet. In their absence this check will be carried out by the Amenities Assistant. The check will occur every Thursday around noon.
- Any electrical equipment brought into the Herne Centre must be subject to Portable Appliance Testing (PAT) testing, unless it is a new item, and it must be in good working order.
- PAT testing of electrical equipment must be undertaken on all electrical equipment on an annual basis.
- As a minimum requirement permanent staff will undertake Fire Marshal training.
- All personnel must familiarise themselves with fire escape routes and procedures as per the risk assessment.
- Fire drills must be carried out periodically, at least annually.
- All new members of staff must be made aware of the fire plan details, and what to do in event of a fire.
- Fire Marshall training will be given to all permanent staff and at the discretion of the Clerk and Amenities Manager, to casual staff, as appropriate.