HUNDLEBY PARISH COUNCIL

HEALTH AND SAFETY POLICY

Last Review : 6/7/2026
Next Review: 5/2027

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1 GENERAL STATEMENT OF POLICY

1.1 It is the policy of the Council to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and Councillors and to provide such information, instruction, training and supervision as they need for this purpose.

1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

1.3 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed annually.

2 OVERALL RESPONSIBILITIES

2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of Hundleby Parish Council. The Council is responsible for this policy being carried out at all Council premises.

2.2 All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.3 Whenever an employee or Councillor notices a health or safety problem which they are not able to put right, they must inform the Clerk.

3 CLERK'S RESPONSIBILITIES

The clerk will:

3.1 Ensure all employees have the opportunity to participate in the development of good working practices, have all relevant documentation relating to Health and Safety available, receive training where relevant and are provided with the necessary information to undertake their duties safely.

3.2 Ensure all necessary personal protective equipment is provided to employees, that they are trained in its use and proper maintenance and storage.

3.3 Encourage all staff to set a high standard of health and safety management.

3.4 Ensure all contractors comply with the necessary health and safety standards and request a copy of their public liability insurance cover.

4 FIRST AID

4.1 A First Aid box is located in the Parish Rooms.

4.2 Clerk will ensure the box is adequately supplied.

4.3 All accidents or injury, however trivial it may appear at the time, must be recorded in the Accident Book.

5 REPORTING AND RECORDING ACCIDENTS

5.1 A copy of the Accident Record Book is kept in the Parish Rooms.

5.2 Accidents shall be recorded in the Accident Record Book and the Clerk informed

6 FIRE SAFETY

6.1 Hundleby Parish Council carry out a fire safety risk assessment as part of its overall Health and Safety Risk Assessment. Based on the findings of the assessment, the council will ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire.

6.2 In particular, the council will:

a) keep sources of ignition and flammable substances apart
b) avoid accidental fires
c) ensure good housekeeping at all times, e.g. avoid build-up of rubbish that could burn
d) consider how to detect fires and how to warn people quickly if they start, eg installing smoke alarms and fire alarms or bells
e) have the correct fire-fighting equipment for putting a fire out quickly
f) keep fire exits and escape routes clearly marked and unobstructed at all times
g) ensure employees receive appropriate training on procedures they need to follow, including fire drills and
h) arrange for a regular inspection of all fire safety equipment by a qualified engineer.

6.3 Smoking and e-cigarettes are not allowed in the Council's premises.

7 TRAINING

7.1 The Council has overall responsibility for training.

7.2 All newly appointed staff will be given a copy of the Council's Health and Safety Policy and Code of Conduct.

8 RISK ASSESSMENTS

8.1 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.

8.2 The Health and Safety Risk Assessment will be conducted annually or more often if necessary.

8.3 In line with Section 7 of the Health and Safety at Work Regulations 1999, Hundleby Parish Council will appoint the Clerk to assist in undertaking the necessary measures to comply with statutory requirements. The council shall ensure the time available for the Clerk to fulfil their 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.

9 PERSONAL SAFETY OF STAFF AND COUNCILLORS

9.1 Employees and Councillors should take reasonable care of themselves and follow the rules and procedures designed for safe working.

9.2 When lone working away from normal place of work, employees should carry a mobile phone at all times.

9.3 Councillors and employees should ensure that someone knows where they are going if on Council business and when expected back.

9.4 All meetings with members of the public should be by appointment only and held at the Parish Rooms. The Chairman and Clerk should be made aware of appointments.

9.5 All instances of abuse by a member of the public should be reported and support offered to the staff member or Councillor if necessary.

9.6 The Chairman of an evening meeting is responsible for ensuring staff are not left alone at the meeting venue.

9.7 The Chairman of a meeting is responsible for ensuring that the meeting place is left in a secure and appropriate manner.