

Health and safety policy

This is the statement of general policy and arrangements for:

Cowbit Parish Council

Overall and final responsibility for health and safety is that of:

Cowbit Parish Council

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Parish Clerk & Responsible Finance Officer

Statement of general policy	Person Responsible	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Parish Clerk, RFO, Councillors	Risk assessments completed & actions implemented
To provide adequate information and training to ensure employees and councillors are competent to do their work	Parish Clerk, RFO, Councillors	Staff, councillors & subcontractors given H&S induction & appropriate training. Suitable arrangements in place to cover for remote work & lone working
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Councillors	Staff routinely consulted on H&S matters as they arise & formally consulted at performance review meetings
To implement emergency procedures - evacuation in case of fire or other significant incident. See fire risk assessment at note 1 below	Parish Clerk, RFO, Councillors	Escape routes to be kept clear. All documents to be retained in fire proof cupboards
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, ensure safe storage / use of substances, provide appropriate protective clothing	Parish Clerk, RFO, Councillors	Toilets, washing, tea & coffee facilities provided. System in place for routine inspections & testing of equipment and ensuring prompt action taken for any defects.

Health and safety law poster is displayed:	*****		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	Parish Clerk & Responsible Finance Officer Mrs Carol Mackenzie. Chimney Farm House, Tongue End, Spalding. PE11 3JN Phone: 07949 319559 clerk.moulton@gmail.com		
Signed: (Employer)	C.Mackenzie on behalf of Cowbit PC)	Date:	5 th September 2016
Subject to review, monitoring and revision by:	Parish Clerk, RFO & Councillors	Every:	12 months or sooner if work activity changes

Note 1: <http://www.communities.gov.uk/fire/firesafety/firesafetylaw/>

Note 2: www.hse.gov.uk/riddor

Risk assessment

Organisation name: Cowbit Parish Council

What are the hazards/risks?	Who might be harmed and how?	Method used to minimise the risk?	Additional actions required to manage this risk?	Person(s) responsible	Action by when?	Done
Slips and trips	Clerk and any visitors may be injured if they trip over objects or slip on spillages. Councillors, parishioners and other visitors to meetings	- Carry out general good housekeeping. - All areas are well lit. - There are no trailing leads or cables. - Clerk keeps work areas clear, eg no boxes left in walkways, deliveries stored immediately. - Mats at entrance to prevent rainwater being carried into office/meeting rooms	Monitor daily as a 'Best Practise' Monitor at regular meeting rooms	Clerk, RFO & Councillors	Daily and as required	5.9.16
Electricity	Clerk risks electric shocks from faulty equipment or installation	All equipment correctly installed by qualified electrician & inspected regularly	Ensure the site of fuse box is known & how to switch supply off in an emergency	Clerk & RFO	Monthly	5.9.16
Archived files	Clerk could be injured by filing cabinet collapsing	Clerk to be aware of stacking files & ensure filing cabinet drawers are closed safely	Monitor as a 'Best Practise' procedure	Clerk & RFO	Daily or when necessary	5.9.16
Manual handling of office files & furniture	Clerk may suffer back pain if lifting objects that are too heavy or awkward	Ensure that sensible practises are acknowledged	Monitor as a 'Best Practise' procedure	Clerk & RFO	Daily or when necessary	5.9.16
Fire	If trapped, clerk could suffer fatal injuries from smoke inhalation/burns. Councillors & parishioners at meetings	Fire risk assessment carried out, see www.communities.gov.uk/fire & necessary action taken	Ensure the actions identified as necessary by the fire risk assessment are done	Clerk, RFO & Councillors	Daily or when necessary	5.9.16
Displaying agendas on notice boards	Clerk could be injured if notice boards are faulty	Ensure hinges & locks are safe & ensure sensible practises are acknowledged	Check equipment for faults regularly	Clerk & RFO	Monthly or when necessary	5.9.16
Travelling to meetings and work related trips	Clerk, Councillors, members of the public	Ensure sensible & careful driving habits. Be aware of other road users at all times	Be aware of your driving & that of other road users at all times	Clerk, RFO & Councillors	Monthly or when necessary	5.9.16
Handling of Cemetery Machinery	Cemetery keeper when using all equipment	Regular servicing and maintenance of equipment	Monitor regularly. Care to be taken when machinery in use.	Clerk, Councillors & Cemetery Keeper	As required	5.9.16

PC & VDU	Clerk – insufficient breaks when using equipment	- Provide appropriate chair for office work & ensure posture is correct - Ensure regular breaks are taken	Monitor posture when working at a desk & using PC	Clerk, RFO & Councillors	Daily	5.9.16
Visiting/inspecting Allotments & Cemetery	Clerk & Councillors	Be aware of surroundings & ensure sensible practises are acknowledged	Monitor on monthly visits. Monitor on annual inspection by councillors	Clerk Councillors	Monthly Annually	5.9.16
Assets & Protection thereof	Council, tenants, cemetery keeper, contractors & parishioners	Create asset register. Insure buildings, office equipment, cemetery equipment etc. Ensure sufficient security, regular maintenance & inspections. Review valuations periodically.	Monitor regularly	Clerk, RFO & Councillors	Monthly and as required	5.9.16
Public liability – risk to third parties	Any member of the public. Recreation grounds, burial grounds, allotments, bus shelters	Adequate Insurance. Regular Health & Safety inspection carried out	Monitor regularly as a 'Best Practise'	Clerk, RFO, Councillors	As required	5.9.16
Legal Liability-Act within the law	Councillors, Clerk, RFO & public	Clerk to advise where appropriate. External advice when necessary. Minutes & relevant record keeping. Attend training courses & seminars. Comply with Standing Orders & Financial Regulations.	Monitor regularly	Clerk, RFO, Councillors	As required	5.9.16
Member Liability-Declarations of Interest	Clerk & Councillors	Include on every agenda. Declaration at all times	Monitor regularly at meetings	Clerk, RFO & Councillors	As required at all meetings	5.9.16
Employer Liability-Comply with the law	Clerk, RFO & Councillors	Comply with employment law. Issue & work within contracts of employment. Evaluate H & S Issues	Monitor regularly	Clerk, RFO & Councillors	As required	5.9.16
Health & Safety liability	Employees, Councillors & members of the public	Comply with H & S guidelines. Carry out regular checks on all areas	Monitor regularly	Clerk, RFO & Councillors	As required	5.9.16
Financial – Cash loss & Control	Employees, Councillors & members of the public, Internal & External auditors	- Financial controls & Regulations. Accounts. Budget. Payments. VAT Regulations. Reporting. Reconciliations. - Refer also to attached sheet	Monitor regularly & report to all Councillors. Quarterly internal audit checks	Clerk, RFO & Councillors	Daily, Weekly, Monthly, Quarterly, Annually	5.9.16
Play Equipment	Children, parents, Clerk, Councillors, Contractors	- Check all play equipment for defects and potential hand entrapments - Ensure gate mechanism works correctly - Check site for dangerous objects - Are signs clearly visible - Annual Rospa inspections	Monitor regularly & maintain monthly inspection sheet	Clerk	Weekly - visual Monthly - recorded	5.9.16

Defibrillator	Clerk, Councillors, members of the public	• Check defibrillator for defects and vandalism • Ensure opening mechanism works correctly • Ensure instructions are clearly visible • Provide training on use of defibrillator	Monitor regularly	Clerk	Weekly - Recorded	5.9.16
Speed Indicator Device (SID)	Clerk, Councillors, members of the public	• Check SID for defects and vandalism • Hi-vis jacket to be worn when moving device near highway • To be moved under dual control • Battery to be charged monthly	Monitor regularly	Clerk	Weekly	5.9.16