

## Health and Safety Policy

### 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. 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 Weston Turville Parish Council. The Clerk is responsible for this policy being carried out at all the Council's 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. FIRST AID

- 3.1 A First Aid box is located at the Village Hall.
- 3.2 The Village Hall Committee shall nominate someone to be responsible for maintenance of the box.
- 3.3 All accidents or injury, however trivial it may appear at the time, must be recorded in the Accident Book.

### 4. REPORTING AND RECORDING ACCIDENTS

- 4.1 The Accident Record Book is kept in the Clerk's office at her home address.
- 4.2 Accidents shall be reported to the Clerk who will record them in the Accident Record Book.

### 5. FIRE SAFETY

- 5.1 Maintenance of the fire extinguishers at the Village Hall is the responsibility of the Village Hall Committee.
- 5.2 Fire exits shall be kept free from obstructions.
- 5.3 Notices shall be displayed giving directions for the evacuation of the building in the event of fire.
- 5.4 Fire exits shall be kept free from obstructions.
- 5.5 Smoking and e-cigarettes are not allowed in the Council's premises.

## **6. TRAINING**

- 6.1 The Clerk has overall responsibility for training.
- 6.2 All newly appointed staff will be given a copy of the Council's Health and Safety Policy.

## **7. RISK ASSESSMENTS**

- 7.1 The risk assessment for the Council's premises and land is reviewed annually and whenever there is a change to the Council's activities.

## **8. PERSONAL SAFETY OF STAFF AND COUNCILLORS**

- 8.1 Employees and councillors should take reasonable care of themselves and follow the rules and procedures designed for safe working.
- 8.2 In the event that employees are in a lone working situation at the Village Hall, all doors should be kept locked.
- 8.3 When lone working away from normal place of work, employees should carry a mobile phone at all times.
- 8.4 Councillors and employees should ensure that someone knows where they are going if on Council business and when expected back.
- 8.5 All meetings with members of the public should be by appointment only and held at the Holiday Inn, New Road, Weston Turville. The Chairman and Clerk should be made aware of appointments.
- 8.6 All instances of abuse by a member of the public should be reported and support offered to the staff member or councillor if necessary.
- 8.7 The Chairman of an evening meeting is responsible for ensuring staff are not left alone at the meeting venue.
- 8.8 The Chairman of a meeting is responsible for ensuring that the meeting place is left in a secure and appropriate manner.

*Adopted: 22<sup>nd</sup> October 2015*