

Pebmarsh Parish Council

Health & Safety Policy

This is the statement of general policy and arrangements for:		PEBMARSH PARISH COUNCIL
PEBMARSH PARISH COUNCIL:		has overall and final responsibility for health and safety
The Clerk to the Parish Council:		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Parish Council	Relevant risk assessments are carried out and any requirements implemented. The Clerk will ensure that risk assessments are complied with, the workplace is hazard free and is suitable for the work being undertaken and report any issues or concerns to the Parish Council Chairman for action.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Parish Council	Ensure that training is ongoing and up to date and that this is reviewed annually by the Parish Council.
Engage and consult with employees on day-to-day health and safety conditions.	Parish Council	An annual review of health and safety provision will be undertaken. A review will also take place when a concern or issue is raised.
Maintain safe and healthy working conditions.	Parish Council	The Clerk undertakes the day to day responsibility for ensuring that safe and healthy working conditions are maintained. Any concerns will be advised to the Chairman of the Parish Council for action.

Signed by Chairman of Parish Council:		Date:	20.3.19
--	--	--------------	----------------

THIS POLICY IS TO BE REVIEWED ANNUALLY AND AFTER ANY ISSUE OR CONCERN IS RAISED

Health and safety law poster is displayed at:	20 Gore Lane, Rayne, Braintree, Essex, CM77 6TU
First-aid box is located:	20 Gore Lane, Rayne, Braintree, Essex, CM77 6TU
Accident book is located:	20 Gore Lane, Rayne, Braintree, Essex, CM77 6TU

Pebmarsh Parish Council

Health & Safety Risk Assessment

EMPLOYER: PEBMARSH PARISH COUNCIL		DATE OF RISK ASSESSMENT: 21 NOVEMBER 2017	
What are the hazards?	Who might be harmed and how?	Action/Arrangements	Action by who?
Slips, trips and hazards: Clerk's home address	Clerk may be injured if they trip or slip over objects or encounter other hazards.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Clerk keeps work area and walkways clear. Smoke alarms fitted and in working order. All exits clear and keys accessible for an emergency evacuation. The Clerk will ensure that their home insurance contains cover for working at home. The Parish Council will reimburse the cost of any extra premium incurred for this cover.	Parish Clerk
Slips, trips and hazards: meeting venues	Clerk, Councillors or members of the public may be injured if they trip over or slip on objects or encounter other hazards.	General good housekeeping is carried out on arrival at venue. All areas well lit, including stairs, no trailing leads or cables. All areas clear - no objects left in walkways and all exits and fire exits clear of hazards. Fire exits and fire evacuation meeting point advised to meeting attendees at the start of the meeting.	Parish Clerk
Members of the public visiting Clerk's home address	Clerk may be exposed to danger from unknown visitors.	Appointments with parishioners are to be made in a public place and not at the Clerk's home address. The Clerk will ensure that either the Parish Council Chairman, or another Councillor, has details of any appointments/meetings, including time, date, venue and approximate duration of meeting. Any unexpected visitors to the Clerk's home address will not be invited into the house. An appointment at a public place, as outlined above, will be offered.	Parish Clerk
Routine Playground Inspections	Slips and trips. Fall from equipment. Danger resulting from other persons at the playground or surrounding area. Danger to other persons at the playground whilst equipment is tested.	Playground is routinely, operationally and annually inspected for defects. A contractor is employed to undertake the operational and annual inspections, who hold public liability, professional indemnity and other relevant insurance to cover their work and are responsible for their own health and safety. The Clerk undertakes routine inspections. Any hazards which prevent the Clerk safely undertaking the inspection will be reported to the Parish Council for resolution. The Clerk will not climb on equipment to undertake inspection if the weather prohibits – e.g. in icy, wet or high wind conditions, to prevent slips and falls. If the Clerk feels any perceived danger or threat from any member of the public using the playground or in the immediate area, they will leave and return home. The Clerk will ensure that other members of the public are at a sufficient distance from the equipment being tested to avoid any injury.	Parish Clerk

Injury whilst updating the noticeboards	Injury resulting from noticeboard – broken glass or broken frame/doors. Injury resulting from vehicle collision whilst using the noticeboard in the Village Hall car park or outside the King's Head pub.	Noticeboard visually inspected before and during every use. Clerk to ensure that access is clear to the noticeboard and that vigilance is maintained whilst present.	Parish Clerk
Travelling in own vehicle around the parish, on Parish Council business.	Clerk does not hold a valid full UK driving licence, or insurance, contrary to law. Vehicle is not adequately insured or roadworthy, contrary to law, putting the Clerk and other road users at risk.	Clerk to provide proof that they hold a full UK driving licence and will provide up to date documentary evidence of vehicle's business insurance and MOT annually.	Parish Clerk
Footpath, grass verge and other maintenance work	Contractor not adequately insured for the work being undertaken.	The Parish Council employs a contractor to cut and maintain the public rights of way and to cut some grass verges in the parish. The contractor also undertakes repairs to the village playground as and when required. The Parish Council request sight of the contractor's public liability insurance cover and keep a copy on file. The contractor is responsible for their own health and safety.	Parish Clerk

THIS RISK ASSESSMENT IS TO BE REVIEWED AT LEAST ANNUALLY, BEFORE THE START OF ANY NEW ACTIVITY AND AFTER ANY ISSUE OR CONCERN HAS BEEN RAISED

Signed by Chairman of Parish Council:		Date:	20.3.19
--	--	--------------	----------------