

HORSLEY PARISH COUNCIL

HEALTH AND SAFETY POLICY

The Health and Safety Policy was adopted by Full Council at its Meeting on 24 April 2018.

The Council as the Corporate Body has overall responsibility for Health and Safety.

GENERAL STATEMENT OF POLICY

- 1.1 This policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide such information, instruction, training and supervision as needed for this purpose.
- 1.2 The allocation of duties for safety matters and the arrangements 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 by the Council. Although risk assessment is a continuing process, it shall form part of the annual review.

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 Horsley Parish Council. The Clerk, as the Proper Officer, is responsible for this policy being carried out.

2.2 Responsible for safety in the following areas:

- Parish council property – Village Pavilion, Sheds, Village Hall
- Play area
- Orchard
- Bus shelters
- Cemetery – push test to be carried out annually. Need to ensure contractors (grave diggers, funeral directors) adhere to Health and Safety requirements.

2.4 Any health or safety problem should be reported to the Clerk.

2.4 Accidents shall be reported to the Clerk who will record them in the Accidents Record Book.

3. FIRST AID

First Aid boxes are located as follows:

Box 1: The kitchen at the Village Hall

Box 2: The foyer in the Village Pavilion

4. FIRE SAFETY

4.1 Fire extinguishers shall be visually inspected bi-annually by the Clerk.

4.2 Annual electrical certificates shall be obtained on all Council occupied premises.

4.3 Fire exits shall be kept free from obstructions.

5. TRAINING

The Clerk has responsibility for training.

6. SMOKING

Smoking is not allowed in any council property.

7. ELECTRICAL EQUIPMENT

- a) All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635).
- b) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.

8. GROUNDS MAINTENANCE

8.1 Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.

8.2 All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance.

8.3 The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.

8.4 Children must not be allowed to play in an area where machinery is in use.

8.5 The manufacturer's instructions regarding the safe use of chemicals must be adhered to.

8.6 Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.