



## **FOREST ROW PARISH COUNCIL HEALTH AND SAFETY POLICY**

### **1. INTRODUCTION**

1.1 The Health and Safety at Work Act 1974 sets out the general duty of employers, and states the main principle as 'it shall be the duty of every employer to ensure, as far as is reasonably practical, the health, safety and welfare at work of all its employees.'

1.2 The Council recognises and accepts this responsibility, and for the health and safety of any other person who may be affected by its activities as far as is reasonably practical.

1.3 The Council also recognises that every accident, however slight, is a matter for concern and will actively promote health and safety at all times.

1.4 The Health and Safety at Work Act 1974 also sets out the duties of employees while at work.

1.5 Employees have a duty 'to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.'

### **2. SCOPE & RESPONSIBILITY OF POLICY**

2.1 The Council will:

- Comply with the spirit as well as the letter of current health and safety legislation.
- Maintain safe and healthy working conditions for all employees.
- Maintain all property in safe condition.
- Remind all employees to take reasonable care for the safety and health of themselves and others who may be affected by their acts, to co-operate with maintenance of health and safety measures, and to report any known defect which could endanger the safety or health of themselves or any other person.

2.2 In addition to the Health & Safety at Work Act 1974, the Council will comply with the subsidiary legislation set out in the first annexed schedule.

2.3 Specific checks will be conducted in those areas set out in the second annexed schedule.

2.3 The Full Council is responsible for the Council's Safety Policy. Responsibility for ensuring implementation rests with the Clerk as Proper Officer, assisted by another staff member as necessary. This policy will be reviewed periodically as the Council sees fit. The Property & Assets Committee is responsible for all the Council's Buildings and their surrounds.

### **3. RISK MANAGEMENT**

3.1 The Council will adopt a sensible approach to risk management designed to:

- Ensure staff and the public are properly protected.
- Ensure that risks that are created are managed responsibly.
- Ensure that precautions taken are appropriate to the perceived level of risk.
- Establish an audit trail of risk assessment records

3.2 The sensible risk management approach will ensure the Council does not:

- Use 'Health and Safety' as a reason for preventing an activity.
- Scare people by exaggerating risks or publicising trivial risks.
- Create unrealistic demands prior to agreeing an activity

### **4. RISK ASSESSMENTS**

4.1 Risk assessments will be carried out in accordance with The Management of Health and Safety at Work Regulations 1999.

4.2 A risk assessment will be a practical exercise examining what could cause harm to people, and putting in place controls to minimise the identified risks.

4.3 The following HSE-approved risk assessment process will be followed:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record the findings and implement them
- Review the risk assessment and update if necessary

4.4 The Council will conduct an annual risk assessment of the following and report the findings to Full Council:

- The Parish Office.
- Any event held by the Council.
- Outdoor play and fitness equipment

4.5 A full record of all risk assessments will be kept in the Parish Office, including details of any remedial action taken.

4.6 A written record of any accidents, injuries or incidents will be retained in the Parish Office and referred to when completing any risk assessment.

### **5. INSURANCE**

The Council will meet its legal obligations to insure against liability or disease to their employees arising out of their employment under the provisions of the Employers' Liability (Compulsory Insurance) Act 1969.

## **FIRST SCHEDULE: APPLICABLE SECONDARY LEGISLATION**

- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Health and Safety (First Aid) Regulations 1981
- The Electricity at Work Regulations 1989
- the Confined Spaces Regulations 1997
- The Provision and Use of Work Equipment Regulations 199
- The Lifting Operations and Lifting Equipment Regulations 199
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Work at Height Regulations 2005
- The Regulatory Reform (Fire Safety) Order 2005
- The Control of Asbestos Regulations 2012
- The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR)

## **SECOND SCHEDULE: SPECIFIC AREAS OF RESPONSIBILITY**

### Maintenance of Premises

Forest Row Parish Council recognises and accepts its responsibility to maintain all buildings including its outbuildings, fixtures, fittings, machinery, electrical and gas services in a safe condition. Regular inspections will be carried out.

### Fire Precautions

- Firefighting equipment to be visually inspected at least weekly by staff and annually by a competent person.
- Fire Appropriate fire exit and direction and action in event of fire signs will be displayed as required by the Fire Officer and Licensing Authority.

### Accident Reporting

- All accidents to be recorded in the accident book
- Reports should include date, time and place, personal details and brief description
- Injuries, diseases and dangerous occurrences to be reported as required by current legislation.

### First Aid

- Adequate supply of first aid equipment to be kept
- First Aid Boxes to be checked at least weekly and records kept of the inspection
- Staff encouraged to take First Aid Courses.

### Control of Litter

- Community Centre and surrounding land including car park to be kept free of litter as required by the Environmental Protection Act 1990.
- No accumulation of litter to be left in the Community Centre which might present a fire hazard.

### Recreation/Play Equipment

- Equipment to be visually inspected by an appointed person at least weekly and a report made and noted in the record book in the Parish Council Office.
- If equipment is thought to be a potential hazard it is to be dismantled or taken out of use immediately, without reference.
- The Council's Handyman to do a detailed visual inspection to report to each Amenities Committee.
- All equipment to be inspected annually by an appropriate agency and action taken on the findings.

- The Parish Council to adhere to its policy of replacing old and damaged equipment with purpose built new equipment – with British Safety Standard specifications and safety surfaces where deemed necessary.

#### Community Centre

The Property & Services Committee will ensure that all rules and regulations pertaining to a building, including the kitchen, where the public have access, are complied with.

#### Kitchen

- The current food hygiene regulations will be complied with
- All cafe volunteers to be encouraged to undergo training in food handling
- Kitchen to be checked weekly.
- Refrigerator to be maintained at correct temperature and thermometer to be checked weekly.

#### Emergency Lighting

Emergency lighting to be checked at least once in every six months and a record kept.

#### Protective Clothing

- Wherever necessary to make available protective clothing and equipment, and to provide adequate training.
- Staff to be instructed to wear protective clothing

#### Storage of chemicals and hazardous substances

- All substances to be stored and used in a manner, which complies with current regulations and will not jeopardise the health or safety of staff or public.
- Records to be kept of all chemicals and hazardous substances.
- Any spillages to be reported to the Clerk.

Policy due for review: May 2021
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