



# NEWTON AND BIGGIN PARISH COUNCIL

## HEALTH AND SAFETY POLICY 202~~3~~<sup>4</sup>

### 1. POLICY STATEMENT

Newton and Biggin Parish Council (PC) will take all steps necessary to ensure the health, safety and welfare of all employees and councillors at work so far as reasonably practicable.

Newton and Biggin Parish Council commit to maintain a safe environment for our premises so far as reasonably practicable. We will adhere to the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work 1999, and other relevant health and safety legislation and codes of practice. To achieve those objectives, it has a designated councillor to be responsible for health and safety; to keep workplace health, safety and welfare procedures under review; to liaise with the Health and Safety Executive where necessary; and to keep the PC abreast of new legislation, EU directives, Regulations and British Standards in order to ensure ongoing compliance with the law.

Newton and Biggin Parish Council will:

- I. Establish, maintain and annually review safety systems and risk assessments as appropriate;
- II. Make regular risk assessments available to employees and councillors as required;
- III. Take appropriate preventative/protective measures;
- IV. Ensure adequate and competent supervision of activities involving risk;
- V. Ensure appropriate training in Health and Safety is delivered to members of the PC;
- VI. Take health and safety considerations into account when planning developments in the service, purchasing equipment and occupying new premises;
- VII. Ensure the maintenance of accurate records of accidents and other events with health and safety implications and review and monitor these records to establish what remedial action, if any, should be taken; and
- VIII. Identify competent personnel to secure compliance with statutory duties, and to undertake reviews of the policy as necessary.
- IX. Undertake and record quarterly inspections of all Parish Council assets.

### 2. PARISH COUNCIL CHAIR

- I. The Chair is responsible for the effective implementation of procedures and systems including monitoring, prevention of hazards and taking remedial action in their area of responsibility;
- II. The Chair will ensure that paid staff and councillors are properly trained and receive the support they need to perform their duties;
- III. The Chair will ensure that all paid staff and councillors are informed about safety issues and that there are adequate signs about hazards and emergency procedures;



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- IV. The Chair will bring the health and safety policy and all associated procedures to the attention of all paid staff and councillors; and
- V. The Chair will present an annual report on health and safety performance within the organisation to the full PC.

### 3. COMPETENT PERSON

The PC shall appoint a competent person to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by the relevant statutory provisions.

A person shall be regarded as competent when he/she has sufficient training or knowledge and other qualities to enable him/her to properly assist in this task.

This individual has been designated as the competent person for the responsibilities shown:

**Name: Councillor Robert Threadgold.**

### 4. EMPLOYEES AND COUNCILLORS

All employees and councillors will ensure that:

- They are fully conversant with this health and safety policy;
- They comply with this policy;
- They take care of themselves and others who may be affected by their acts or omission so far as reasonably practicable;
- They report all accidents, near misses and dangerous occurrences immediately to the identified competent person;
- They are fully conversant with all fire procedures applicable to the area in which they are working; and
- If they identify any condition which in their opinion is hazardous, they will report the situation to the identified competent person.

### 5. ARRANGEMENTS:

#### 5.1 Risk assessments

The Chair will ensure that all premises and activities subject to risk assessment within the responsibility of the PC are assessed in accordance with relevant legislation. Assessments will be repeated whenever any of the following factors occur:

- Change in legislation;



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- Change of premises;
- Significant change in work carried out; and
- Transfer to new technology.

Assessments will be recorded and records maintained by the competent person.

### **5.2 Reporting and investigating of accidents and dangerous occurrences**

- All accidents, dangerous occurrences and near misses in those areas that the PC is responsible for, will be reported immediately to the identified competent person as soon as possible after the event.
- All accidents, near misses and dangerous occurrences in those areas that the PC is responsible for, will be investigated within 24 hours by the identified competent person or their identified representative.

### **5.3 First Aid – Newton Village Memorial Hall**

- There is a First Aid kit for use by Hirers of the Village Hall.
- Regular users / clubs should also provide their own First Aid kit.
- The Parish Council / Village Hall Committee do not provide either a trained first aider or an appointed person to be on the premises when the hall is used.

### **5.4 Training**

- To comply with the general duty to provide such information, instruction, training and supervision as are necessary to ensure, so far as reasonably practicable, the health, safety and welfare of staff and councillors, health and safety training will be provided as follows:
  - At induction;
  - On transfer or promotion to new duties;
  - On the introduction of new technology;
  - When changes are made to systems of work; and
  - When training needs are identified during risk assessments.
- Repeat training will be provided at regular intervals;
- All Councillors will be included in the health and safety training programme; and
- The Chair will ensure the maintenance of records of all health and safety training.



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### 6. RESOLUTION OF HEALTH AND SAFETY PROBLEMS

Any employee or councillor with a health and safety concern must first inform the identified competent person. If, after investigation, the problem is not corrected in a reasonable time, or the competent person decides that no action is required but the employee/councillor is not satisfied with the outcome, the employee/councillor may then refer the matter to the Chair to take appropriate action. This must be in writing.

If the employee/councillor is still dissatisfied, the matter will be entered on the agenda for the next meeting of the Council.

Approved: ~~28 September 2023~~ 16 May 2024

Chair Signature:

Minute Reference:

Review Date: ~~September 2024~~ May 2025