

# **Kennington Parish Council**

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## **Health and Safety Policy** **Agreed and adopted on 9 February 2023 (minute no. 429.22)** **last reviewed 10 April 2025 (minute no: 600.24.24)**

### **POLICY**

Kennington Parish council accepts its responsibility under the health and Safety at Work etc. Act 1974 and any subsidiary regulations and amendments. The council believes in the culture of cooperation between the council and the staff in order to establish a culture of safe practise. The objective of the council's Health and Safety Policy is to minimise risks to health, safety and welfare of its employees; parish councillors; voluntary workers; general public and others affected by its activities and to minimise risks to the environment. All reasonable measures will be taken to ensure that a safe working and community environment is created.

In order to comply with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations, the council will ensure as far as is reasonably practical that:

- Equipment and methods of work are provided and maintained in a manner that is safe and minimises risk to health.
- Materials are handled stored and transported safely.
- Information training and supervision will be provided as necessary to ensure the health and safety of staff.

### **RESPONSIBILITY AND ORGANISATION**

The parish council is committed to its statutory duties in relation to health and safety and will adhere to the legislative requirements. The council will define and communicate the allocation of responsibilities accountability and resource is to allow for the implementation of the policy for the following:

- Ensuring suitable financial provision is made for health and safety obligations.
- Providing appropriate information and instruction to employee employees - through relevant training communication via diarised/periodic meetings with councillors and any updates or changes imposed by legislative requirements also being communicated as required.

### **PLACE OF WORK**

The council's premises will be maintained in a safe condition. Adequate and appropriate welfare facilities and arrangements will be provided.

### **COMPETENT PERSONNEL**

The parish council will ensure as far as is reasonably practicable that staff, parish councillors and volunteers are competent to carry out their responsibilities with respect to the health and safety arrangements. Adequate information will be given to staff on recruitment and before undertaking new tasks with different or increased risks. Such information and training will be repeated periodically as necessary.

### **DUTY OF CARE**

All employees, parish councillors and volunteers are reminded that they have a duty to take care for themselves and those around them while working and that they must co-operate with duties and requirements imposed on them under any relevant statutory provisions.

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## **ACCIDENTS AND NEAR MISSES**

Accidents or significant near misses will be reported to the Chair and Clerk to the council and recorded in the Accident Book which can be found in both the Playfield Rd pavilion and Forest Side pavilion. Serious accidents where hospital treatment is required must be reported to the council as soon as possible.

The parish council intends to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. The parish council will gather all relevant information and co-ordinate with HSE should any incidents arise.

## **WORK EQUIPMENT**

All work equipment (including electrical equipment) used at work as part of the council's undertaking will comply with the Provision and Use of Work Equipment Regulations 1998.

All electrical equipment will be inspected and maintained according to the risk of the item becoming faulty. Where appropriate portable appliance testing will be carried out as an appropriate schedule. The frequency of work equipment maintenance or inspection will be based on manufactured guidance and industry best practise. Any maintenance/inspections undertaken on council's equipment will be formally recorded with a hard copy left on file. If any faults or damage are found on any equipment, the operator will stop using the work equipment and report the fault to the Clerk.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The appropriate PPE will be issued free of charge to employees, parish councillors and volunteers as and when necessary for work activities and that they are trained in its use and proper maintenance and storage. Employees have a legal duty to wear PPE as specified in relevant site rules and risk assessments. Employees have a responsibility to notify the Clerk if their PPE is damaged faulty or has any defects.

## **PURCHASING OF EQUIPMENT AND MATERIALS**

It will be council policy to consider, by means of risk assessment, the health and safety implications of any goods materials and plant before they are purchased. No goods, materials or plant shall be purchased which are deemed to present an unnecessary or unmanageable risk to health and safety or operatives.

## **MANUAL HANDLING**

Manual handling operations will be assessed to determine risk to those engaged in the activity. This will determine the control measures for the management of the manual handling risk.

## **THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

Before any hazardous substances are used during a work process, a material safety data sheet will be requested from the supplier and an appropriate assessment made of the risks from the substance will be undertaken by the parish council in line with COSHH. An inventory of all substances and materials hazardous to health is held on file.

## **VISITORS**

All staff, parish councillors and volunteers are responsible for ensuring that visitors to council's premises are made aware of any potential hazards in the area they are visiting and that they are provided with suitable protection against any hazard to which they might be exposed.

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## **FIRE PRECAUTIONS**

The parish council is responsible for providing and maintaining adequate means of escape and fire fighting equipment. Staff are instructed in and are responsible for safe and appropriate action in the event of fire. Fire risk assessment is undertaken periodically by the council and appropriate action taken to minimise risk from fire.

## **OCCUPATIONAL HEALTH**

The parish council will take note of health issues that may arise from working practise or environment and seek to minimise risk to start. Professional advice shall be sought by the council or the employee, parish councillors and volunteers should any such health problem be reported or observed. Ethical and medical confidentiality will be respected by the council.

## **SMOKING AND ALCOHOL**

Smoking is not permitted in any of the council's premises. Consumption of alcohol is not permitted during working hours. Employees are not permitted to work whilst intoxicated.

## **VIOLENCE/PERSONAL SAFETY**

So as to avoid violence and aggression from members of the public or contractors, all employees and parish councillors should avoid getting into a confrontational situation.

Always remain polite, but back off from situations that are potentially dangerous. Any incidents should be reported to the Clerk who may call the police if it is considered necessary.

## **REVIEW**

This policy will be reviewed annually.