



## **SARRATT PARISH COUNCIL POLICIES AND PROCEDURES: HEALTH & SAFETY**

### **GENERAL STATEMENT**

Sarratt Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, members, voluntary helpers and others who may be affected by the activities of the Council.

The Council will meet its responsibilities under the Health and Safety at Work Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

The Council will seek as and when appropriate, expert technical advice on health and safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

In a variety of situations and at a number of locations Parish Council employees are or can be required to work alone when carrying out their normal duties. Sarratt Parish Council will ensure (as far as is reasonable and practicable) that such employees are not exposed to unnecessary or excessive risk.

In addition, Sarratt Parish Council is committed to the use of effective management techniques and providing an environment where health and safety or any other concerns can be positively and openly discussed.

### **AIMS OF THE HEALTH AND SAFETY AT WORK POLICY**

#### **To provide as far as is reasonably practicable:**

A safe place of work and a safe working environment.

Arrangements for considering, reporting and reviewing matters of health and safety at work, including regular risk assessments of working activities.

Systems of work that are safe and without risks to health.

Obtaining specialist technical advice and assistance on matters of health and safety when necessary.

Sufficient information, instruction and training for employees, contractors, members and voluntary helpers to carry out their work safely.

Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities

### **ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY AT WORK**

**As the Council's Safety Officer, the Clerk will:**

Keep informed of relevant health and safety policy legislation.

Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.

Make effective arrangements to implement the Health and Safety at Work Policy.

Ensure that appropriate matters of health and safety are discussed at meetings of the Parish Council.

Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures.

Ensure that electrical fixed and portable equipment and electrical installations are inspected and tested by competent authorities (see Appendix A).

Consider requesting contractors to supply a written method statement prior to starting major works.

Maintain a file of risk assessments.

Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements.

Ensure all contractors will be given a copy of the Council's Health & Safety at Work Policy.

Ensure (as far as is reasonable and practicable) that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.

Maintain a central record of notified accidents.

When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.

Act as the contact and liaison point for the Health and Safety Inspectorate.

**All employees, contractors and voluntary helpers will:**

Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for health and safety.

Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.

Take reasonable care for the health and safety of other people who may be affected by their activities.

Not intentionally interfere with safety devices or remove safety guards or other equipment provided for health and safety.

Not misuse any equipment tools, plant or materials so as to cause risks to health and safety.

Report any potential hazards, accidents or hazardous incidents to the Clerk.

**EMPLOYMENT OF CONTRACTORS**

**Contractors accepting a contract from the Parish Council shall be deemed to have agreed to comply with the following requirements:**

Contractors will supply and ensure that they and or their employees wear and use adequate protective equipment in the interests of health and safety.

Contractors and their employees will conform to their legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974.

Contractors will ensure that all equipment, plant machinery and apparatus used are safe and without risk to health and are maintained to a standard that will not constitute an offence under the Act.

The Parish Council will retain the right to stop any works and equipment if it is considered that there is a hazard to the health and safety of employees or members of the public.

The Parish Council will be indemnified by the contractor or their insurers in respect of any claims, costs or expenses arising from any incidents.

The Parish Council may notify an inspector, appointed under the Authority of the Act, of any breach of the regulations.

Contractors are to ensure that hazards are identified and measures taken to provide safe working conditions.

## **ALLOTMENTS**

The Allotment site is covered by the Sarratt Parish Council Health and Safety Policy.

Each allotment holder is reminded that they have a duty of care towards other allotment holders and any members of the public who may be on site.

To this end, they should make sure that there are no obstructions on the paths, ensure that tools and other equipment are not left unattended on shared pathways or other communal areas and are not left in a way that might cause accident or injury.

The Council will not accept any responsibility for any injury caused by such items however caused

Ensure that tools and other equipment are used carefully and with due regard to the safety of others that no hazardous chemicals or unauthorised substances are brought to the site, that extreme care is taken when driving on site, that any allowed structures are solidly built and will not collapse and that anyone using mechanical equipment or garden machinery has read and understood and complies with the safety instructions.

## **RIGHTS OF WAY, VILLAGE GREEN, COMMON LAND**

Sarratt Parish Council, in partnership with Hertfordshire County Council, undertakes to protect and maintain Public Rights of Way within the Parish boundaries by the regular inspection, monitoring and coordinating repairs of certain footpaths, bridleways and permissive routes and managing the repair, installation or replacement of some associated equipment and fittings.

The Parish Warden is responsible to the Parish Council and will provide regular inspection reports on required maintenance, safety issues and any breaches of rules or regulations that may cause or have caused damage or that could be a potential hazard to users of the Rights of Way.

The Parish will maintain the Village Green, The Commons and Woodlands for which it is responsible to ensure as far as is reasonably practicable, the safety of employees, contactors, volunteers, the general public and any user.

**Reviewed and adopted: 12 January 2021**

## **Appendix A**

### **Electrical Equipment and Machinery.**

Electrical installations and Portable Appliances should be checked on a regular basis.

The Clerk shall keep on record a copy of the latest Health & Safety Executive Leaflet Maintaining Portable Electrical Equipment in Low Risk Environments: 2012 version - INDG236(REV2)

#### **The Clerk shall establish procedures for:**

The routine inspection of plugs and cables for loose connections and faults.

Portable Appliance Testing (PAT) - to be undertaken by a competent authority on a regular basis.

Maintaining records of all equipment and schedules of maintenance or electrical tests and to record the dates when such tests or any maintenance is carried out and by whom.

Assessing and minimising trip or other hazards or potential risks associated with extension leads and portable equipment.

The Clerk shall agree any necessary access arrangement following requests, by the owners of the building housing the Parish Office, for electrical contractors to undertake periodic checks of the fixed electrical installation and equipment:

The Clerk shall maintain accessible copies of equipment manufacturers' manuals for equipment used by employees, members and volunteers and ensure they are available, if required, by users. All users must familiarise themselves with operating and safety procedures and take adequate care whilst operating any piece of equipment/machinery in the workplace.