GRAPPENHALL AND THELWALL PARISH COUNCIL

Health and Safety Policy

(adopted on 15/05/25 v1)

This is the Health and Safety Policy Statement of Grappenhall and Thelwall Parish Council. Our statement of general policy is based upon that required by virtue of the Health and Safety at Work Act 1974. The principles of the Act and its underpinning regulations are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities. This policy is reviewed at regular intervals, but at least annually.

The Parish Council accepts the following responsibilities:

- To provide and maintain safe and healthy working conditions considering statutory requirements
- To provide adequate control of the health and safety risk arising from our activities
- To provide sufficient information, instruction, and supervision of staff, volunteers, and visitors as far as is reasonably practicable
- To ensure all staff and volunteers are competent in their Council-related activities
- To provide and monitor training that enables employees to perform their work safely and efficiently
- To provide and maintain all necessary safety devices and protective equipment
- To give instruction as to when and how to use safety devices and protective equipment and to monitor ongoing appropriate use
- To prevent accidents and activity-related ill health as far as is reasonably practicable
- To meet the obligations of health and safety in the workplace through consultations with external health and safety regulatory bodies and with employees

The Parish Council's employees have the following responsibilities:

- To work safely and efficiently
- To meet statutory obligations relating to health and safety in the workplace
- To report promptly all accidents and incidents including those where no injury to people has occurred
- To follow the Parish Council's working procedures
- To assist in the investigation of accidents so that measures may be taken to prevent a recurrence

At each Parish Council location, the most senior person is fully responsible for maintaining safe and healthy working conditions. In particular, he or she will establish the systematic management of safety and health and any specific arrangements applicable at the location for the implementation of this policy statement.

1.Responsibilities

The responsibility for health and safety rests with everyone, from senior management through to each individual member of staff. This section sets out the responsibilities under this Policy.

1.1 Overall and final responsibility for health and safety within the Parish Council is that of Grappenhall and Thelwall Parish Council as a corporate body

1.2 The Clerk to the Council is responsible for ensuring that all activities under their control are carried out in accordance with the Parish Council's health and safety policy, standard and safe working procedures, and in compliance with statutory provisions

1.3 Employees have legal duties under the Health and Safety at Work Act 1974. In particular, they must:

- take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work
- cooperate, as far as is necessary, to enable any duty or requirements imposed on the Parish Council by or under any of the relevant statutory provisions, to be performed or complied with
- not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety, or welfare in pursuance of any of the relevant statutory provisions

Failure to comply with these requirements may lead to disciplinary action being taken by the Parish Council and/or prosecution by the Health and Safety Executive (HSE).

2.Health and Safety Risks Arising from Our Work Activities

Under the Management of Health and Safety at Work Regulations 1999, the Parish Council has a duty to assess risks to the health and safety of anyone who may be affected by their work activities. It is the Parish Council's policy to ensure that no one is put at risk from any activities under its control.

2.1 Risk assessments will be undertaken by the Clerk to the Council, or by a suitably qualified person designated by the Clerk

2.2 The findings of the risk assessments will be reported to all relevant members of staff

2.3 Action required to remove/control risks will be approved by the Parish Council

2.4 The Clerk to the Council will be responsible for ensuring the action required is implemented.

2.5 The Clerk to the Council or a suitably qualified persons designated by the Clerk will check that the implemented actions have removed the hazards or reduced the risks to an acceptable level.

2.6 Assessments will be reviewed annually or when work activity changes, whichever is soonest.

3.Consultation with Employees

Under the Health and Safety (Consultations with Employees) Regulations 1996, the Parish Council has a duty to consult employees either directly or through elected representatives on matters relating to health and safety.

4.Safe Plant and Equipment

Under the provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998, the Parish Council has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance work is undertaken.

4.1 The Clerk to the Council or a suitably qualified person designated by the Clerk will be responsible for identifying all equipment/plant needing maintenance (e.g. portable electrical appliances, vehicles, etc)

4.2 The Clerk to the Council will be responsible for ensuring effective maintenance procedures are drawn up

4.3 The Clerk to the Council will be responsible for ensuring that all identified maintenance is implemented

4.4 Any problems found with plant/equipment should be reported to the Clerk to the Council

5.Safe Handling and Use of Substances

Under the Control of Substances Hazardous to Health Regulations (COSHH 2022, the Parish Council has a duty to assess the risks both from hazardous substances that are used (e.g. chemicals, solvents, paints, oil, etc) and hazardous substances generated from work activities (e.g. dust, fumes, vapor etc):

5.1 The Clerk to the Council or a suitably qualified person designated by the Clerk will be responsible for identifying all substances that need a COSHH assessment

5.2 The Clerk to the Council or a suitably qualified person designated by the Clerk will be responsible for undertaking COSHH assessments

5.3 The Clerk to the Council is responsible for ensuring that all actions identified in the assessments are implemented.

5.4 Assessments will be reviewed annually or when the work activity changes, whichever is soonest

6.Information, Instruction, and Supervision

The Health and Safety (Information for Employees) Regulations 1989 require the Parish Council

to display a poster telling employees what they need to know about health and safety.

6.1 Health and safety advice is available from the Clerk to the Council

6.2 Supervision of trainees is arranged /undertaken/monitored by the Clerk to the Council or by the Garden Manager

7.Competency for Tasks and Training

The Law requires an employer to provide appropriate information, instruction, and training

regarding health and safety at work. This is to enable employees to work safely for the benefit of

themselves and others.

7.1 Induction training will be provided for all employees by the Clerk to the Council and/or by the Garden Manager

7.2 Job-specific training will be provided by the Clerk to the Council and/or by the Garden Manager and/or by external training

7.3 The following tasks must only be carried out by specifically authorised employees, who will normally have successfully completed a special training course. This is because the tasks are either potentially hazardous or legislation demands authorised personnel only:

- forklift truck operations
- entry into confined spaces
- handling and using chemicals
- animal handling

- chainsaw work
- manual handling
- pressure washing

All other employees are strictly forbidden from carrying out tasks unless supervised by a suitably qualified person.

7.4 Employees operating Council vehicles must hold the appropriate class of licence and be specifically authorised for a particular vehicle by management

7.5 Training records are kept by the Clerk to the Council

7.6 Training will be identified, arranged, and monitored by the Clerk to the Council

If any employee does not understand any matter relevant to their health and safety at work, or consider that they have not received adequate information, instruction, or training, they must report the matter to Management.

8.Accidents, First Aid, and Work-related Ill Health

The Parish Council will ensure, as far as is reasonably practicable, that all accidents and dangerous occurrences are reported internally and, where appropriate to the enforcing authority. In addition, all accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence.

8.1 All accidents, cases of work-related ill health, and dangerous occurrences are to be reported to the Clerk to the Council without delay. Details of the incident will be recorded in the Accident Books which are located at the Parish Council Office and at the Walled Gardens. The Clerk is responsible for periodically analysing the accident book for signs of trends

8.2 All 'near miss' incidents and the actions taken will be recorded and kept with the Accident Book

8.3 The Clerk to the Council or a suitably qualified person designated by the Clerk is responsible for undertaking investigations following accidents, dangerous occurrences, and work-related ill health absence

8.4 The Clerk to the Council is responsible for action on investigation findings to prevent a recurrence

8.5 The Clerk to the Council is responsible for reporting notifiable accidents, diseases, and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 1995

8.6 There are First Aid Kits located in the Parish Council Office and at the Walled Garden

8.7 The Clerk to the Council is responsible for ensuring that the First Aid boxes are regularly stocked with approved first aid material

8.8 The Clerk is responsible for the issues and instruction of any PPE products required to combat the spread of Covid 19 or any other communicable disease for all employees and users of the Parish Council facilities in line with Government regulation and guidance

8.9 It is the Parish Council's policy to do everything that is reasonably practicable to reduce the risk of work-related stress. If any member of staff feels that they are suffering from excessive pressure, anxiety, or other symptoms of stress, they should speak, in strictest confidence to management

9.Emergency Procedures – Fire and Evacuation

9.1 The Clerk to the Council is responsible for ensuring the Fire Risk Assessment is undertaken and implemented

9.2 Escape routes are regularly checked by the Clerk and Garden Manager

9.3 The Firm Alarm is tested weekly at both the Parish Council Office and Walled Garden on a weekly basis and is serviced annually

9.4 The emergency evacuation procedures are tested every six months

10.Areas of Risk

There are several situations that may prevent a risk to health and safety:

- falls from height
- transport
- contact with machinery or an electrical discharge
- slip, trip, or fall on the same level
- exposure or contact with hot/harmful substances
- occupational health

11.Monitoring and Reviewing

To ensure that the Parish Council's commitment to managing health, safety, and welfare in the workplace is actively pursued, the Clerk to the Council or a suitably qualified person designated ty the Clerk will examine the implementation of this policy by performing regular safety audits and inspects of the premises and work activities. In addition, this policy, together with its associated arrangement will be reviewed annually of when work activity changes, whichever is soon