

Hannington Parish Council

HEALTH & SAFETY POLICY

As reviewed and adopted at the Ordinary Meeting of the Parish Council on 12th December 2023

General Statement

- Hannington Parish Council (“the Council”), recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, councillors, contractors, volunteers, 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 Etc. Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
- The Council will nominate either a serving member of the Council or an employee, to act as the Health and Safety Officer (“the Postholder”), for the Council (see Schedule 1).
- The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Postholder in fulfilling the Council's responsibilities for ensuring safe working conditions.

Aims of the Health and Safety 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.
- Means of obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
- Sufficient information, instruction and training for employees, elected members, contractors, and volunteers to carry out their work safely.
- Care and attention to the health, safety and welfare of employees, councillors, contractors, volunteers, and members of the public who may be affected by the council's activities.

Implementation of the Health and Safety Policy

As the Council's Health & Safety Officer, the postholder will;

- Keep informed of relevant health and safety legislation.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
- Make effective arrangements to implement the Health and Safety Policy.

- Ensure that matters of health and safety and risk assessments are regularly discussed at meetings of the Parish Council.
- Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective / protective measures. (See Schedule 2)
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements.
- Ensure 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 a report of the accident for the central record (See Schedule 3).
- Act as the contact and liaison point for the Health and Safety Executive.

All employees, councillors, contractors and voluntary helpers will;

- Cooperate fully with the aims and requirements of the Council's Health and Safety 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 or remove safety guards, safety devices or other equipment provided for health and safety.
- Not misuse any plant, equipment tools or materials.
- Report any accidents or hazardous incidents to the Health and Safety Officer.

Schedule 1

Parish Council Health and Safety Officer

The Parish Health and Safety Officer will be selected from the among the council's elected members and will ideally, live within the parish.

Approved: During the council meeting held on 12th December 2023; Cllr. Jon Whitfield was elected as the Health and Safety Officer for the Parish, effective immediately.

In addition to those responsibilities identified in the Health and Safety Policy, s/he will be responsible for the following tasks;

- To complete the specific Health and Safety tasks set by the Parish Council, as part of the Council's annual review of its *Health and Safety Policy*,
- To investigate and respond to any specific queries received by councillors or the Parish Clerk, from residents of the parish or other members of the public, who raise a health and safety query or concern,
- Report immediately to the Chair of the Parish Council, any urgent or serious Health and Safety matter,
- Report to the parish council at quarterly meetings, on progress made to deal with any Health and Safety actions, agreed by the Council,
- Attend to any other Health and Safety matter the council may consider appropriate.

Note: *Appointment as Health and Safety Officer will run for the length of the councillor's office. For the purposes of completing the duties identified for this role; you agree to your name, parish email and phone number being displayed on the parish website and in any other material the parish or Borough council may produce, in support of the Parish Council's Health and Safety responsibilities.*

Appointment:

At the Ordinary, Quarterly meeting of the Parish Council, held on **Tuesday, 12th December 2023**, it was approved that:

Cllr. Jon Whitfield agreed to assume the responsibilities of Parish, Health and Safety Officer, as described above.

Signed by:

Jon Whitfield

Health and Safety Officer

Signed by:

Alex Lowrie

Chair, Parish Council

Schedule 2

Risk Assessment – Simplified Methodology & Form

Management of Health and Safety at Work Regulations 1999

Task Risk Assessment Process

The Council believes that the following simplified, “task risk assessment” process would be appropriate in evaluating risk to employees, councillors, contractors and the public arising from the Council’s activities and/or with respect to use of the Council’s physical assets, as set out in the Council’s “Asset Register”. (see notes below).

Hazard x Exposure / Likely injury = Risk

Hazard /Severity of Injury or ill-health	Exposure/ time and likelihood of injury or ill-health	Risk score
Very low hazard 0-1	Very short exposure / no injury. _____ 1	Very Low Risk 0-1
Low hazard 1-2	Short exposure < 10 minutes / minor injury possible /minor first aid treatment_____ 2	Low Risk 2-4
Medium hazard 2-3	Long exposure , 4 hours / clear injury possible, requiring medical attention_____ 3	Medium risk. 6-9
Serious hazard. 3-4	Very long exposure > 4hours/ serious injury 4	High risk 12-16
Major hazard	Major injury or worse 5	Unacceptable Risk >20

Risk Score 0-1	Very low risk - no action but monitor from time to time
Risk Score 2-4	Low risk - common sense action only
Risk Score 6-9	Medium Risk --Take action to reduce risk if possible Balance cost against effect
Risk Score 12-16	High Risk – Take action to control hazard and reduce risk to lowest category practical. Balance cost against effect
Risk Score >20	Unacceptable risk - Stop task

Any significant task risk assessments will be recorded in writing and notified to the Health and Safety Officer, copied to the Clerk.

Hannington Parish Council - Example Risk Assessment Form		
Job Description / Site		
Task Description / Equipment		
Hazards Identified	Risk mitigation /controls	Risk Score
1.		
2.		
3.		
4.		
Average of Total Risk Score = Total Risk Score divided by number of risk mitigation controls...	Average Total Risk Score =	
Summary of Precautions to Control Hazard and Minimise Risks in the task...		

Notes on risks requiring a risk assessment, as of today's date: 12th December 2023.

Employees: The Parish Council has a single employee, working 20 hours per month. The Parish Clerk would be classified as a frequent user of Display Screen Equipment within the terms of the *Health and Safety (Display Screen Equipment) Regulations 1992*. The following H.S.E publication "Working with display screen equipment (DSE) a brief guide" <https://www.hse.gov.uk/pubns/indg36.pdf> will be used as the basis of the risk assessment for the Parish Clerk's DSE. A DSE assessment will be undertaken by the Health and Safety Officer, with the Parish Clerk, or as otherwise agreed. **Target Completion Date: End of Q1 2024.**

Councillors: There are five Councillors. The Parish Council recognises that the Councillors will also use DSE (as described above) in the performance of their duties, to the parish. A DSE assessment will be undertaken by the Health and Safety Officer, with each Councillor, in the same way as described above. **Target Completion Date: End of Q1 2024.**

Contractors: The Council retains no contractors, at this time. **No further action required.**

Physical Service Providers: one individual, providing seasonal, grass-cutting services for Hannington Village Green (on a fully insured, self-employed basis, using own equipment). A task risk-assessment using the simple form set out above, will be undertaken by the Health and Safety Officer, with the service provider, in advance of the start of the next grass-cutting schedule, (estimated to begin in April 2024). The service provider will also submit a copy of their insurance documentation to the parish council, before the next grass-cutting season. **Target Completion Date: End of Q1 2024.**

Virtual Service Providers:

Multiple tech services and other professional services retained to enable the administrative function of the council including for example, web-hosting and email services, accounting and audit services and banking services - all provided remotely. For the purposes of the HSWA 1974 – no obvious risk to assess; **no further action required.**

Volunteers:

Although minimally used – the council does have a list of volunteers, (all are local residents), who have indicated their willingness to assist their neighbours or other residents in the parish, in the event of heavy snow (and the village becoming snowed-in, power cuts etc). Although I've added in some suggestions in the new draft (also tabled for approval at the 12th December 2023, meeting), the Health and Safety Officer should further review the guidance we have provided, as part of [this] overall effort to update the council's approach to Health and Safety. **Target Completion Date: End of February 2024.**

Land/Property

The Parish Council (according to the historical explanation on our website), acquired legal title to the village green in September 2016 and also agreed to make financial provision for the repair and maintenance of the **unadopted roads**, surrounding the village green, (subject to a minimum amount of £1000pa and rising higher, should need require and funds permit). An annual, site (normal use*) risk assessment of the village green, should be completed by the Health and Safety Officer, using the simple form set out in this Schedule, above. **Target Completion Date: End of Q1 2024.**

*Normal use – i.e simple, everyday use by walkers, visitors to the village and residents, which might include, children playing, picnics and limited 'play-sports, for example'. "Extraordinary

use” – would be for organised events, including commercial use by Hannington Fair. Risk Assessments for Extraordinary Use – should be conducted on an ‘as needed’ basis and may require a more detailed risk assessment, depending on the nature of the event.

Risk Register - Physical Assets

As noted on the risk register: the Parish owns (and is responsible for...) the Wellhead on the village green, two noticeboards (one on the village green and one at White Lane Crossroads), the Millennium Milestone, the Jubilee flagpole and two benches All assets require an individual, safety/usage, risk assessment, using the simple risk assessment form, set out in this Schedule, above. **Target Completion Date: End of Q1 2024.**

Electrical Equipment

Portable Appliance Testing (or PAT) in the workplace. Further guidance here <https://www.hse.gov.uk/electricity/maintenance/safety.htm>. Note The law simply requires employers to ensure electrical equipment is *maintained in order to prevent danger* – it doesn't state what needs to be done or how often (so there is no legal requirement to have PAT in low-risk environments).

Currently, the parish council does not own any electrical equipment, (since the council's previous laptop went missing and has been written off). However, the above requirement to ensure any electrical equipment provided or otherwise used in support of council business, remains safe to use, does apply in relation to the Parish Clerk's own equipment, (being used in support of this role) – and will apply to any new equipment the council provides in the future, to replace the laptop which went missing. *(I can confirm the laptop, screen, mouse, keyboard and printer which I use at home, are all fine and safe to use...! – but as and when new Parish-owned equipment is purchased: we'd need to add an action here, to complete a visual, equipment safety check, once a year).*

Recommendations and Dates

Appointing the Health and Safety Officer: I would suggest the Health and Safety Officer is someone other than the Parish Clerk: the council has no committees currently and it would be a useful way for one of the members to become more involved with the work of the parish. (Plus, I also think it helpful to have someone who lives in the Parish, assume this role).

Risk Assessment Review Dates

I've recommended completion of the risk assessments by 31 March 2024, because this would mean we have completed the actions noted above, in advance of the next audit.

Sue Wright

Clerk, to Parish Council.

12th December, 2023.