



# **HEALTH AND SAFETY POLICY**

**Policy Approved by Human Resources Committee**

**Minute Number HRC 06/03/2024**

**Policy Approved by Parish Council**

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**Policy Review March 2026**

## **SECTION 1**

### **GENERAL STATEMENT OF POLICY**

North Wingfield Parish Council recognises that it has statutory obligations under the various Health and Safety Acts and Regulations to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, contractors and members of the public. It is our policy to provide information, instruction, training and supervision as needed for this purpose.

North Wingfield Parish Council also accepts the responsibility of the Health and Safety of other people who may be affected by its activities and actively seeks support from all employees, whatever their status in the promotion of policies and procedures to achieve the objectives of this Policy.

The arrangements for the implementation of this Policy are set out in Sections 2 and 3. The Policy will be kept up to date as required and will be **reviewed every 3 years.**

## **SECTION 2**

### **DAY TO DAY HEALTH AND SAFETY RESPONSIBILITIES**

North Wingfield Parish Council acknowledges its duty as an employer to take all practical and reasonable steps to:

- Safeguard, health, safety and welfare at work;
- Provide safe systems of work;
- Provide a safe and healthy working environment;
- Provide information and training in safe practices;
- Have regard for the health and safety of others who may be affected by the activities of the Council e.g. self-employed people, contractors, other users of its premises and members of the public.

#### **North Wingfield Parish Council Must**

- Maintain an effective programme of health and safety management to ensure that all workplace hazards are systematically identified and assessed and that appropriate measures are implemented to control any potential hazards which may affect employees or members of the public. Risk Assessments are to be undertaken where necessary.
- Ensure all employees have the opportunity to participate in the development of good working practices, are made aware of health and safety documentation, receive training where relevant and are provided with the necessary information to undertake their duties safely.
- Ensure all necessary Personal Protective Equipment is provided to employees, that they are trained in its use and proper maintenance and storage.
- Encourage all staff to set a high standard of health and safety management.
- Ensure all contractors comply with the necessary health and safety standards whilst working on parish council matters.
- The Council will engage the services of specialists as necessary to advise or carry out assessments and tasks if it is unable to do so itself.
- The Council will make such reasonable resources available as are required to ensure the proper maintenance of health and safety at work.

#### **Employees**

- Must take responsibility for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- Co-operate with North Wingfield Parish Council to achieve a healthy and safe workplace, and to report any health and safety problems that arise which they are unable to resolve themselves.
- Carry out their duties in a way that does not adversely affect their own health and safety and that of others, and to ensure that Personal Protective Equipment is used at all times.
- Not to misuse any equipment provided in the interests of health and safety and their welfare.
- Undertake any training and or instructions in health and safety related subjects to ensure that they are competent to carry out their health and safety responsibilities.

## **SECTION 3**

### **ARRANGEMENTS FOR HEALTH AND SAFETY SYSTEMS AND PROCEDURES**

#### **General Safety and Conduct of Employees**

- Employees are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end the Health and Safety Policy is a document that must be read, understood and implemented by all employees. Employees must not promote or participate in any action that may result in accident or injury and should raise any areas of concern immediately with management.

#### **Work Area Inspections**

- Inspections of workplaces are to be undertaken regularly.

#### **Safety Training**

- All staff will be given adequate training as and when the need arises.

#### **Personal Protective Equipment**

- All workers who may be exposed to risk while at work will be provided with suitable, properly fitting and effective Personal Protective equipment (PPE).
- Workers are responsible for the day-to-day care and maintenance of PPE, and defective equipment must be reported immediately.

#### **Hazardous Substances**

- Any hazard substances used by employees are to be kept locked in a suitable cupboard/storage area and the necessary protective clothing must be worn during their use. All workers exposed to hazardous substances will receive appropriate information on the relevant health and safety issues.

#### **First Aid**

- First aid boxes are sited in the kitchen at the Community Resource Centre, and in the kitchen at Hephthorne Lane Community Centre , and in the garage / workshop.

#### **Accidents**

- In the event of an accident, it is the injured person's responsibility to notify the Clerk, who will record it in the Accident Book. Should the accident be reportable to the Health and Safety Executive this will be done by the Clerk.

#### **Premises**

- All Parish Council premises and assets will be subject to regular inspection to ensure their maintenance and management are in satisfactory order having regard to the use to which they are put and the degree to which they are available for public access.
- Specifically in relation to fire hazards, all employees have a duty to report immediately any fire, smoke or potential fire hazards on Parish Council premises to the fire service (dial 999).
- All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.
- Fire extinguishers are located at various Council premises. Employees are only expected to tackle a fire themselves if it would pose no threat to their personal safety, or

the safety of others, and they have received training in the use of extinguishers. If the situation is dangerous or potentially dangerous, the employee should evacuate the building immediately. Fire extinguishers must never be used to prop open doors or cupboards.

- Arrangements are in place to ensure all fire extinguishers are checked annually by a competent Contractor. The Inspection certificates are available from the Parish Council Office.

### Smoking

- Smoking is not permitted in any of the Council's buildings.

### Electrical Safety

Equipment/environment	User checks	Formal visual inspection	Combined inspection and testing
Battery-operated: (less than 40 volts	No	No	No
Extra low voltage: (less than 50 volts AC): Telephone equipment, low-voltage desk-lights	No	No	No
Desktop computers, VDU screens	No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Photocopiers, fax machines: Not hand-held. Rarely moved	No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Double insulated (Class II) equipment: Not hand-held. Moved occasionally, eg fans, table lamps	No	Yes, 2–4 years	No
Double insulated (Class II) equipment: Hand-held, eg some floor cleaners, some kitchen equipment	Yes	Yes, 6 months – 1 year	No
Earthed equipment (Class I): Electric kettles, some floor cleaners, some kitchen equipment and irons	Yes	Yes, 6 months – 1 year	Yes, 1–2 years
Cables (leads and plugs connected to the above) and mains voltage extension leads and battery-charging equipment	Yes	Yes, 6 months – 4 years depending on the type of equipment it is connected to	Yes, 1–5 years depending on the type of equipment it is connected to

### Notes for Table 1

- Cables, leads and plugs connected to Class II equipment should be maintained as part of that equipment. Cables, leads and plugs not dedicated to an item of equipment should be maintained as individual items as appropriate.
- Over time, when you look at the results of user checks, visual inspections and, where appropriate, portable appliance tests, you will notice trends. These may tell you that you need to look at or test electrical equipment less (or more) often, depending on the number of problems being found. Some examples of how to do this are shown on our website ([www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm](http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm)).
- If electrical equipment is grouped together for testing at the same time, you should use the shortest testing interval in the group rather than the longest. Alternatively, it may be appropriate to group your electrical equipment by testing interval.

### Policy Review

- This Policy will be reviewed and updated following any major changes in the portfolio of Council premises, in procedures, personnel or at least every three years.