

FEN DRAYTON PARISH COUNCIL HEALTH AND SAFETY POLICY

1. GENERAL STATEMENT OF POLICY

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for our employees, volunteers and contractors and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of duties for safety matters, and any particular arrangements we will make to implement the policy, are set out below.
- 1.3 The policy will be kept up to date, particularly as the council's activities change in nature and size.

2. RESPONSIBILITIES

- 2.1 Overall and final responsibility for health and safety in the council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of the Parish Council of Fen Drayton.
- 2.2 All employees have the responsibility to co-operate with councillors to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.3 Whenever an employee notices a health or safety problem which he/she is unable to put right, he/she must tell the clerk or a council member.

3. FIRST AID

- 3.1 A first aid box is located in the village hall where the parish council holds most of its meetings.

4. FIRE SAFETY

- 4.1 Fen Drayton Parish Council owns no buildings. The clerk works from home and responsible for the fire safety there.
- 4.2 Council members must be fully conversant with fire escapes, equipment and procedures for the premises where meetings are held.

. EMPLOYMENT OF CONTRACTORS

- 5.1 Contractors are required to provide copies of their insurance and method statements for any work they are contracted by the council to carry out within the parish.

6. REPORTING AND RECORDING ACCIDENTS

- 6.1 Accidents shall be reported to the clerk and recorded in the accident record log.

7. SMOKING

- 7.1 Smoking is not allowed in any premises where the parish council meets.

8. DEFIBRILLATOR

- 8.1 An automatic defibrillator is located outside the village hall.

GROUNDS MAINTENANCE

1. Only contractors or authorised members of staff, who have had appropriate training, may operate machinery and equipment.
2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for repair and maintenance. All machinery must comply with statutory regulations for use.
3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines, the plug lead must be disconnected.
4. Children must not be allowed to play in any area where machinery is in use. Machinery must not be left unattended where anyone may interfere with it.
5. Stones, and similar objects, must be cleared from the path of machinery to prevent them being projected from the equipment.
6. Fuel tanks must only be filled in the open, with the engine stopped. No naked flames or smoking is allowed in the vicinity of a fuel tank or storage can. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
7. Manufacturer's instructions on the safe use of chemicals must be adhered to.

8. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
9. Ladders and stepladders must be in good condition, free from defects and securely positioned at all times when in use.
10. Pathways on council-owned premises shall be inspected annually.

REVIEW

This health and safety policy will be reviewed the Fen Drayton Parish Council annually at the AGM.

Date adopted:

Signed by: Harry Webster

Position: chair

Date of review: May 2018