

## Health and Safety Policy

### 1. Introduction

1.1 It is the policy of Honeybourne Parish Council (“the Council”) to comply with all UK legislation on health and safety by identifying those risks which pose a significant threat to the health, safety and welfare of its employees and others likely to be affected by its operations, and to do everything that is reasonably practicable to:

- ensure that appropriate control measures are implemented and maintained to avoid or minimise such risks;
- ensure that all employees are formally advised of the risks to their health, safety and welfare and of the measures taken by the Council to avoid or minimise such risks;
- promote and provide a safe and healthy working environment;
- ensure that premises are safe and provide adequate amenities for all those who are likely to use them;
- provide safe means of access to and from places of work which are under the Council’s control;
- ensure safe arrangements for the use, handling, storage and transport of all equipment, products and substances used in connection with the Council’s operations;
- initiate and maintain safe plant and equipment and safe systems of work;
- conduct regular inspections to ensure that the safest possible environment and work methods are maintained;
- provide information, instruction and training enabling avoidance of hazards; and
- periodically review Council activities to ensure that this policy, procedures, risk assessments and control measures contained within it continue to be up to date and relevant to the Council.

1.2 Employees have a duty to assist the Council in its health and safety objectives, and it is essential that all staff read this Health and Safety Policy and meet all the obligations imposed by it.

1.3 Staff must take all reasonable care to avoid injury to themselves or to other persons likely to be affected by their activities at work, and must cooperate in meeting any duty or requirement imposed on the Council by any statutory provisions. Staff must not intentionally or recklessly interfere with or misuse anything provided by the Council in the interest of health and safety.

### 2. Responsibilities and Management

2.1 The Parish Clerk will ensure that:

- adequate resources are available, that the policy is properly prepared, implemented throughout the Council’s premises, and is brought to the attention of Councillors and all employees;
- the policy is kept under review, so that changes and improvements are incorporated, and it remains relevant to all activities; and
- all individuals with delegated health and safety roles are aware of their responsibility.

2.2 In respect of operations and/or areas under their control, the Parish Clerk:

- is aware of being directly responsible for the health, safety and welfare of any person who may be affected by the Council's activities, and is therefore accountable for any accidents, illness or incidents that may occur as a result;
- will ensure that any staff (including new and temporary employees) are familiar with the hazards, risk assessments and control measures implemented, and will actively encourage safety, and address any breach of the safety measures described;
- will ensure that good housekeeping standards are maintained; and
- will act to correct or contain any deterioration in conditions or new exposures which increase risks on the premises, and will investigate any accident or incident, however minor.

2.3 The Parish Clerk will ensure that any risk improvement, recommendation relating to defects, housekeeping arrangements and reassessment of risks is implemented as quickly as possible.

2.4 In this undertaking the Parish Clerk is responsible for:

- fostering a positive culture within the Council towards health and safety;
- ensuring that all those under their control understand and comply with the Council's safety policy provisions, and that they are being effectively carried out and adhered to;
- inspecting machinery, equipment and structures regularly and, if there are faults, preventing access by any person to the defective apparatus until the fault has been rectified;
- ensuring that all those under their control understand and comply with the Council's safety policy provisions for the use and maintenance of all safety/personal protective equipment, first aid, fire and welfare facilities;
- ensuring that employees are adequately instructed in the safe operation of equipment, machinery or apparatus;
- advising staff of their responsibilities under this policy;
- communicating with all those under their control to ensure the effective dissemination of health and safety information, and attending any meeting as required in respect of health and safety;
- ensuring that all persons under their control are given adequate instruction, information and training to carry out the health, safety and welfare requirements and responsibilities delegated to them, and can effectively implement safe systems of work;
- arranging for incidents, accidents, near misses and dangerous occurrences to be reported;
- ensuring that those under their control do not take unnecessary risks; and
- assisting the Council in identifying all hazardous activities and hazardous substances used, carrying out risk assessments of such activities and substances, and producing safe systems of work to eliminate or reduce the risk of injury to staff or any other persons who could be affected by the work activity.

2.5 The Parish Clerk will be the nominated person with a duty to:

- ensure that the Parish Council is informed of all issues relating to the implementation of this policy, and other significant health and safety matters;
- ensure that all personnel are aware of, and instructed in, their responsibilities as imposed by health and safety legislation and the provisions of this policy;
- ensure that the Council fulfils its obligations under the Health and Safety at Work Act 1974, including the provision and maintenance of safe equipment and systems of work, safe and risk-free use, handling, storage and transport of articles and substances, the provision of information, instruction, training and supervision, the provision of a safe place of work, and the provision and maintenance of a safe working environment together with adequate facilities and arrangements for welfare at work;

- ensure that statutory tests, inspection and maintenance are followed;
- ensure that risk assessments are conducted (and reviewed annually), with copies supplied to relevant personnel for implementation of control measures;
- ensure the provision of suitable personal protective equipment where required, that it is suitably stored and maintained, and that a programme is in place for its replacement;
- ensure that fire precautions and fire-fighting equipment comply with current legislation, and that all staff are aware of and conform to the Council's arrangements for fire precautions;
- ensure that reportable incidents are notified in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- ensure that all accidents and near misses are investigated, records made, and data analysed to identify means of avoiding possible recurrence;
- ensure that accident and near miss information is reported to the appropriate Council meeting, with any remedial measures acted upon;
- ensure that meetings with the enforcing authority and insurers are suitably managed, and recommendations flowing from them are actioned;
- ensure that a positive health and safety culture is actively promoted throughout the workplace; and
- keep up to date with best practice in health and safety management.

### 3. Employee Responsibilities

3.1 Employees have legal responsibilities (under Sections 7 and 8 of the Health and Safety at Work Act 1974) to:

- take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions;
- co-operate with management to meet the Council's legal duties; and
- not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare (for example fire extinguishers, fire doors, safety devices, alarm systems, emergency exits, first aid kits and/or protective clothing or equipment).

3.2 Employees must:

- refrain from actions (or omissions) which might endanger themselves or others;
- use all equipment safely, including that provided for their personal protection;
- comply with all safety instructions or procedures;
- follow safe systems of work and ensure that all work equipment is used in a safe and responsible manner;
- report any defects in equipment or other dangers immediately, or as soon as it is safe to do so, and report any accident, injury or incident, however minor;
- co-operate in the investigation of accidents and incidents;
- be familiar with and comply with all safety procedures detailed in this policy document, and with specific instructions on safety matters given verbally or in writing by a health and safety specialist who, although they may not be an employee of the Council, is recognised by it for the purposes of this policy; and
- familiarise themselves with the local first aid and fire emergency evacuation procedures, which are posted on the back of doors, and be prepared to comply with them in the event of an incident.

## 4. Accident/Incident Reporting

4.1 All accidents, industrial diseases and dangerous occurrences will be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

### Accidents to Employees

Employees must report all accidents immediately to their supervisor and, if injury is involved, to a first aider, who will assess the seriousness of the injury and whether they can give appropriate treatment. If the injury is of a serious nature, or if there is any doubt, the injured person will be sent to the nearest hospital for treatment.

After every accident, however small, an entry must be made in the Accident Book for all accidents/injuries incurred at work. This is the responsibility of the employee. If, because of their injury, an employee is incapable of making an immediate entry, then their manager, the first aider, or a nominated person must make that entry.

If the accident/incident is reportable under RIDDOR, the Parish Clerk will ensure that the Health and Safety Executive (HSE) is notified, using the HSE's online RIDDOR reporting system at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) (or, for fatal and specified major injuries only, the HSE's telephone Incident Contact Centre).

Following any accident that requires treatment, the first aider will complete an accident report form and send a copy to the Parish Clerk, who will carry out an accident investigation to identify if remedial action is necessary to prevent a recurrence. In the absence of a first aider, contact 999.

### Accidents to Non-Employees

All accidents to non-employees, i.e. contractors, visitors or members of the public, who suffer injury as a result of either the Council's work activities or its provision of services to the general public, should be reported immediately to a first aider/senior member of staff. Details of the accident must be recorded in the accident book, and the procedure outlined above should be adopted.

The Parish Clerk will investigate all accidents to non-employees and will report their findings to the appropriate Council meeting.

### Near Miss or Damage Incident

All incidents resulting in damage to property, plant, equipment, etc., together with near misses, should be reported to the Parish Clerk, who will investigate, particularly if the incident could have caused personal injury.

### Accident Book

The Accident Book will be kept by the Parish Clerk electronically.

### Collation of Accident Data

The Parish Clerk is responsible for collecting and collating data concerning all incidents annually, whether they are reportable and whether they involve personal injury.

## 5. Consultation with Employees

5.1 Legislation requires employers to consult their employees on health and safety matters. This helps to create a safe working environment and strengthens the Council's health and safety culture. Consultation affords the opportunity to create health and safety awareness, making a more efficient Council and reducing accidents, incidents and ill-health.

## 6. Contractors

6.1 The Council will ensure, so far as is reasonably practicable, that only competent contractors are engaged. Prior to the engagement of any contractor working for the Council, they will be required to provide supporting evidence covering:

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- their arrangements for health and safety;
- insurance documents;
- how they achieve safe working practices;
- skills levels of staff (training records, qualifications etc.);
- details of any prosecutions or enforcement notices issued against them;
- details of their accident/incident records; and
- information on the controls they impose on any sub-contractors they may engage.

6.2 Contractors will be required to work under a permit-to-work system in particularly hazardous situations (hot work, live electrics etc.) and to comply with COSHH.

## **7. The Control of Substances Hazardous to Health (COSHH)**

7.1 Whilst the nature of Council business makes it unlikely that staff will encounter hazardous substances in the workplace, it is recognised that some substances have the potential to cause ill-health. The Council will ensure that such substances are assessed and that, so far as is reasonably practicable, they will be replaced with suitable and less hazardous substances wherever possible.

7.2 Where the Council is aware that its staff may be visiting third-party premises where hazardous substances are present, the Council will seek relevant information from the third party, which will be provided to the Council employee.

7.3 Completion of COSHH assessments will be carried out for those operations in which hazardous substances or materials are used, or places in which items are stored (including waste products), to identify and evaluate the risk associated with their use. Where necessary, control measures will address storage and disposal and limit exposure to employees and others who may be affected by those operations.

7.4 The Council will obtain suppliers' safety data sheets for all substances used on site. These will be kept centrally by the Parish Clerk, who will provide copies to health and safety representatives and first aiders when required.

7.5 An assessment will be carried out for new substances introduced into the workplace. COSHH assessments will be carried out by the Parish Clerk or by such other suitably qualified persons as directed.

7.6 A review of COSHH assessments and control measures will be undertaken as and when required, to ensure that they remain appropriate and effective.

7.7 Information, instruction and training for all employees will be provided if necessary. No hazardous substances may be introduced to the workplace without the prior written approval of the Parish Clerk. All contractors bringing chemicals or hazardous substances onto Council premises will be required to declare that they are doing so and to supply the Council with a copy of their COSHH assessments and appropriate safety data sheets.

## **8. Display Screen Equipment (DSE)**

8.1 Health risks to display screen operators may include postural problems and visual fatigue, in addition to other workplace hazards such as tripping over cables or carpets, or lifting injuries (for example picking up boxes of paper).

8.2 Postural problems often manifest as back and neck ache, as well as sprains and strains to areas such as fingers, hands, wrists, elbows and shoulders. Contributory factors include sitting in an immobile position for

long periods, high rates of repetitive finger movements with the wrists bent, poor circulation to the legs, and pressure from the seat/chair upon the thighs caused by incorrectly adjusted seating.

8.3 Visual fatigue can result in eyestrain, headaches or other related symptoms, and can be caused by poor screen display (such as low contrast or flickering), high levels of ambient light compared to the screen display, reflections or glare, or the need for a document holder.

8.4 To reduce the risks to DSE operators, a formally recorded assessment of each user workstation will be undertaken to identify and evaluate the risks associated with that workstation. Employees will conduct assessments of their own workstation and will forward results to the Council. Where an assessment discloses potential problems for the employee, a second assessment will be undertaken by a suitably qualified person (which may include external advice), and remedial action will be taken as necessary.

8.5 The Council will follow the advice contained in the Health and Safety (Display Screen Equipment) Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, and where assessment indicates a need, it will offer staff free eyesight tests and a contribution towards corrective spectacles. It will also provide footrests and document holders where a need is recognised, and the opportunity for staff to take rest periods away from the workstation.

8.6 Workstation users will be provided with suitable training and information regarding their workstation.

## **9. Electricity at Work**

### **Fixed Wiring**

In order to maintain the fixed wiring installation which supplies electrical sockets, lighting and other hard-wired equipment, the Council will follow the guidance contained in the Electricity at Work Regulations 1989 and BS 7671, which recommend that the system be inspected by a competent specialist electrical contractor at least once every five years.

### **Portable Appliances**

All portable appliances will be given a thorough electrical test by a competent person on installation or commission, and thereafter will be subject to further testing determined by the nature of the equipment and the use to which it is put, with reference to HSG 107 "Maintaining Portable and Transportable Electrical Equipment." At the very least, equipment will undergo a visual inspection every 12 months.

### **Electrical Contractors**

The Council will ensure that any electrical contractors employed to carry out electrical work on wiring or equipment are competent, belong to an appropriate body (e.g. NICEIC), and comply with all relevant safety standards.

### **Electric Shock**

If there is any accident involving electrical injury to an employee, a first aider should be summoned immediately. If no first aider is available, call 999.

### **General**

Electrical equipment must not be tampered with. Employees should report loose wires or defects in equipment to the Parish Clerk, who will decide what action to take. Employees who wish to bring their own electrical equipment onto the Council's premises must not do so until they have obtained prior permission from the Parish Clerk.

## **10. Fire Safety**

10.1 The Council has a legal duty to safeguard employees and others against exposure to the hazards associated with fire. Exposure to fire can result in burns and inhalation of smoke, either of which can be fatal. Fires can also cause massive destruction to the building structure, services, equipment, and contents.

### **Training**

Employees will receive fire safety training at induction, which will include the means of escape from the premises, the location of fire extinguishers, and fire assembly points.

### **Fire Equipment/Extinguishers**

Extinguishers can be found at fire points which are clearly signed. They are checked regularly by a competent contractor who services them on an annual basis. Training in the use of extinguishers will be given as appropriate. All employees are instructed never to take unnecessary risks and only to fight a fire with equipment they have been trained to use, and only where it is safe to do so.

### **Evacuation**

A fire evacuation procedure is displayed on the notice board at the front and only exit from the building. For reference, the procedure is as follows:

- On being informed of a fire, all employees should evacuate the premises immediately, without stopping to pick up belongings, using the only exit and proceeding to the designated assembly point as quickly as possible, then awaiting the roll call.
- Following evacuation, staff must not re-enter the building to collect personal belongings, or leave the assembly area, until told to do so by management, acting under instruction from the senior fire officer at the scene.
- Designated persons will check the premises to ensure that every employee and visitor is accounted for.

### **Fire Doors**

All fire doors are suitably marked and should always be kept shut and clear of obstruction, including the area immediately external to the fire exit. Any employee finding a fire door blocked or locked should report it immediately to the Parish Clerk.

### **Fire Alarm**

Smoke detectors are provided throughout the office area and are regularly tested by the landlord (Honeybourne Village Hall). At Honeybourne Sports Field Pavilion, the smoke alarm is tested regularly by the Honeybourne Parish Council Handyman.

### **Emergency Lighting**

Emergency lighting conforms with fire safety legislation and is maintained and tested by the landlord (Honeybourne Village Hall). At Honeybourne Sports Field Pavilion, the emergency lighting is tested annually by the Council's electrical contractor.

### **Fire Risk Assessment**

The Council undertakes an assessment of the risks presented by fire, ensuring appropriate control measures to minimise fire risk are identified. These measures will include a regular inspection for general fire safety, placing fire extinguishers at clearly labelled fire points, keeping emergency exit routes and signs clear at all times, training of nominated staff in the use of extinguishers and procedures for fire drills and evacuation, supervision and monitoring of visitors (including contractors), and implementation of precautions in respect of disabled people. These arrangements will be reviewed annually and on any significant change.

### **Employee Responsibilities**

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All employees are reminded that firefighting equipment must not be tampered with or removed under any circumstances; interfering with safety equipment is a criminal offence under Section 8 of the Health and Safety at Work Act 1974. Electrical equipment should be switched off at close of business wherever practicable. The fire exit route must always remain free from obstruction, and fire doors and exits must not be locked or propped open. Smoking is not permitted anywhere within the Council's premises. Personal electrical equipment should not be used on the premises unless it has been authorised by the Chair. All waste materials must be placed in the dustbin outside the pavilion or other designated receptacles provided.

## **11. First Aid**

11.1 The Council has a legal duty to make adequate provision for first aid in respect of employees should they sustain injury or become ill at work, including those travelling or working away from Council premises. The Council provides appropriate first-aid equipment to deal with the risks, considering the size of the establishment and the hazards and risks involved in daily Council activities.

11.2 First aid provision will be reassessed annually, or whenever there is a relevant change in the workforce or the hazards to which they are exposed. The Council will also ensure that contractors on the premises either have sufficient first aid provision, or, if their work involves no special risks, may use Council facilities by agreement.

11.3 As a minimum, first aid facilities will comply with the Health and Safety (First Aid) Regulations 1981.

### **First Aid Box**

A first-aid box is kept in the village hall and the pavilion. It is checked regularly to ensure that its contents are legally compliant and adequate to fulfil the needs recognised by risk assessments.

## **12. Housekeeping**

12.1 All employees have a responsibility to ensure their own work area and the workplace is kept free from hazards, particularly those which may give rise to fire or to slips, trips and falls. Carpeting and floor coverings will be selected for their appropriateness to area usage and will be maintained in a condition suitable to prevent the risk of slips, trips and falls.

12.2 Stacking should be avoided, but where this is not possible, materials should be stacked in a stable manner so that, so far as is reasonably practicable, the risk of them falling is reduced to a minimum. Any spillage or leakage of liquids or solids which may give rise to a slip hazard must be cleaned up immediately.

12.3 The Council will promote good housekeeping through a system of regular workplace inspection. Waste or surplus materials should be placed in a waste bin or returned to their source and not left lying around to cause a hazard.

## **13. Homeworking**

13.1 Most of the regulations made under the Health and Safety at Work Act apply to home workers as well as to employees working at an employer's workplace. The Council has particular regard to the provisions of the Management of Health and Safety at Work Regulations 1999, the Display Screen Equipment Regulations 1992, the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998, and the Electricity at Work Regulations 1989.

13.2 The Council has adopted a separate Homeworking Policy, which sets out the detailed arrangements and expectations that apply where an employee works from home, and which should be read alongside this policy.

## 14. Lone Working

- 14.1 There is no general legal prohibition on working alone, but the broad duties imposed by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 still apply. These require identifying the hazards of the work, assessing the risks involved, and putting measures in place to avoid or control the risks.
- 14.2 The Council will avoid putting lone workers at any greater risk by introducing control measures which take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. Control measures may include a 'buddy system' by which regular contact is maintained between the lone worker and a nominated person who is advised of the action to take in the event of failed or lost contact, a manually operated device designed to raise the alarm in the event of an emergency, and checks that a lone worker has returned to their base or home on completion of a task.
- 14.3 The Council has adopted a separate Lone Worker Policy, which sets out the detailed arrangements that apply to lone working, and which should be read alongside this policy.

## 15. Manual Handling

- 15.1 Manual handling can be defined as the transporting or supporting of a load, including lifting and lowering, putting and taking, pushing and pulling, twisting, turning and stretching, and carrying or moving by hand or bodily force.
- 15.2 Injuries are likely to be caused through incorrect lifting techniques, or by not taking account of the weight, size or shape of the load, or the environment. An assessment will be undertaken for all manual handling operations, identifying any risk from the handling of loads (other than those which are clearly not significant).
- 15.3 Employees are reminded that manual handling should be avoided where reasonably practicable, and employees must not engage in manual handling activities that are beyond their capabilities due to the size, weight or nature of the item to be moved. The results of risk assessments will be communicated to employees, and where appropriate, suitable training will be given in correct lifting techniques.
- 15.4 Manual handling operation assessments will be carried out by the Parish Clerk or such other competent person appointed by the Council. The hierarchy of measures for the manual handling process is: avoid or eliminate the hazardous manual handling task where possible; if unavoidable, assess the manual handling task for risk; and introduce measures to reduce the risk of injury from the task to the lowest reasonably practicable level.

## 16. Monitoring and Review

- 16.1 To ensure that the various procedures and policies set out in this Health and Safety Policy are being adhered to and implemented as intended, an annual audit will be undertaken. These audits will be conducted by the Parish Clerk and other relevant personnel, aided by external health and safety professional(s) where their assistance is considered appropriate.
- 16.2 The findings of the audits will be communicated to the Council, with a review of the effectiveness of the arrangements contained in this policy. In addition, the Health and Safety Policy, together with all risk assessments, will be reviewed periodically to ensure that they remain valid, and will be updated to reflect any necessary changes.
- 16.3 The Council's Risk Management Policy details the need for an appropriate level of insurance to mitigate against any claim against the Council arising from health and safety implications as detailed in this policy.

## 17. Risk Assessments

17.1 The Management of Health and Safety at Work Regulations 1999 require that suitable assessments of significant hazards in the workplace are undertaken that could affect staff or others, arising from Council activities. Certain work activities require separate, specific assessments. Risk assessments will be conducted in all areas, with reference to the following Regulations:

- Management of Health and Safety at Work Regulations 1999 — general risk assessments;
- Regulatory Reform (Fire Safety) Order 2005 — fire prevention, detection, alarm systems, evacuation procedures;
- Personal Protective Equipment Regulations 2002 — PPE assessments;
- Display Screen Equipment Regulations 1992 — DSE assessments;
- Manual Handling Operations Regulations 1992 — manual handling assessments; and
- Control of Substances Hazardous to Health Regulations 2002 — COSHH assessments.

17.2 The findings of the assessments will be available to all staff. Information, instruction and training will be given to employees following an assessment where appropriate. Assessments will be reviewed annually, or upon any significant change in circumstances or following an accident/incident.

## 18. Smoking at Work

18.1 Smoking is not permitted anywhere within the Council's premises. All employees who are working away from Council premises are reminded that they must observe the smoking restrictions which apply at remote sites, and must observe the requirements of the Smoke-free (Premises and Enforcement) Regulations 2006.

## 19. Stress

19.1 Stress is defined as the adverse reaction people have to excessive pressures or other types of demand placed on them. This makes an important distinction between the beneficial effects of reasonable pressure and challenge.

19.2 If stress is not identified and addressed, it can lead to both physical and mental health problems. The effect of stress on performance is well established, and in the interests of both the health of employees and the efficiency of the Council, it should be minimised. Symptoms of stress include headaches, depression, raised blood pressure, insomnia, irritability, nervous breakdown, psoriasis, eczema, hair loss, panic attacks, palpitations and loss of appetite.

19.3 If employees believe that they have a problem with stress, they are encouraged to seek confidential assistance from their line manager.

## 20. Training

20.1 The Council has a responsibility under Section 2 of the Health and Safety at Work Act 1974 to provide training for employees to ensure their health and safety at work. The policy of the Council is to ensure that employees are adequately trained in the Council's health and safety policies and procedures, as well as being trained to undertake any task they are expected to carry out and for any emergency that may arise during their employment.

20.2 All new employees are given a copy of the Health and Safety Policy and must sign an acceptance note to state they have read and understood the document and will implement its rules and procedures.

20.3 On successful completion of any training, the employee will be required to complete a form indicating that they have received and understood the training. This form will be countersigned by the employee's immediate line manager.

20.4 All employees have a legal responsibility to cooperate with the Council's training programme so that its objectives can be met. Employees are expected to attend training courses and must put into practice any new instruction or guideline provided, and must follow any revised working procedures once they have been given the appropriate information, instruction and training.

## **21. Duties and Responsibilities to Visitors**

21.1 Honeybourne Parish Council owes a duty of care to visitors to the Parish Council's controlled areas of the village. The Council will ensure, so far as is reasonably practicable, that safe access and egress is available and that areas are maintained in a safe condition.

## **22. Health and Safety at Parish Council Meetings and Other Events**

- Meetings usually take place at Honeybourne Village Hall. Prior to each meeting, a safety check should be carried out, in particular to check for slip or trip hazards and that fire exits are not blocked.
- Meetings at other venues will be risk assessed in advance.
- A fully charged mobile phone with a good signal should be available at all meetings to call the emergency services if someone becomes ill, or in case of fire or other emergency.
- A risk assessment will be carried out in advance of any other event organised by the Parish Council.

## **23. Parish Council Owned Street Furniture and Play Equipment**

- Parish Council owned street furniture and play equipment is inspected weekly by the handyman.
- Members of the public can report any fault by emailing the Parish Clerk.
- The Council will take urgent action to address any safety issues relating to street furniture and play equipment it owns.

## **24. Travelling on Parish Council Business**

24.1 The Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Workplace (Health, Safety and Welfare) Regulations 1992 apply to all employees who visit other premises in the course of their work.

24.2 Employees working at remote premises must conform to all arrangements made by the duty holder of the premises regarding compliance with regulations covering health and safety, the environment, fire, security and liaison, such as signing the visitors' book, observing no-smoking areas, and reporting to named managers before starting or leaving work or moving to a different area.

24.3 If driving, employees should ensure they are sufficiently fit and healthy to drive, that their vehicle is maintained in a safe condition and fit for the road, and that sufficient account is taken of adverse weather conditions. The HSE's guidance on driving at work can be accessed at [www.hse.gov.uk/pubns/indg382.htm](http://www.hse.gov.uk/pubns/indg382.htm) and [www.hse.gov.uk/roadsafety/practical.htm](http://www.hse.gov.uk/roadsafety/practical.htm).

## **25. Work Equipment**

25.1 The Provision and Use of Work Equipment Regulations 1998 apply to the functioning and safety of Council work equipment. In order to minimise the risk of injury from work equipment, arrangements will be in

place for the assessment of risks, with control measures created to minimise the risks identified. These measures will include:

- an assessment of all new or second-hand equipment purchased;
- ensuring all equipment purchased complies with any relevant product safety standards;
- ensuring all hired or rented equipment complies with the regulations, including the provision of comprehensible information on its safe use;
- inspection of equipment (including statutory inspection if applicable) and testing where necessary;
- provision of suitable and effective safety devices and controls;
- provision of suitable and readily comprehensible signs and warnings;
- provision of suitable general, task and emergency lighting;
- ensuring that machinery and equipment is maintained in efficient working order and in good repair;
- ensuring that the suitability of equipment is matched to the tasks involved;
- ensuring that adequate and effective training, information and instruction is provided for operators;
- ensuring that maintenance is carried out safely by competent maintenance contractors;
- ensuring that only trained operators use the machinery; and
- maintenance of a reporting system for any difficulties, hazards or defects encountered or identified with work equipment.

25.2 These arrangements will be reviewed annually and on any significant change in the type, nature or use of equipment.

**Signed:** \_\_\_\_\_  
*Chairman, Honeybourne Parish Council*

**Date:** \_\_\_\_\_