



SIMPSON AND ASHLAND PARISH COUNCIL

Health and Safety

Reviewed and approved September 2023

Setting the scene

Simpson and Ashland Parish Council is a small Local Authority for the parish area of Simpson and Ashland in the Wards of Campbell Park and Old Woughton. It covers a population of approximately 1,500 people.

The Parish Council is made up of a maximum 8 Councillors, all unpaid, and employs three paid members of staff, the Clerk/Responsible Finance Officer, the Facilities Manager and the Village Hall Cleaner. The Clerk/Responsible Finance Officer works from home. The Facilities Manager works both at home and at Ashland Lakeside and the Village Hall.

- The Parish Council has the following assets:
- 2 Community Buildings
- 5 Notice Boards; 8 Dog bins
- 2 wooden benches; 6 Road signs
- 2 PC Laptops
- 1 Printer
- 1 Laminator
- 1 Projector and Screen
- 1 Gazebo
- 2 Mobile Phones

Statement of Intent

1. Simpson and Ashland Parish Council is fully committed to providing a safe working environment and healthy working conditions for all its employees and for others who work in or visit its organisation. It will do this by ensuring that all activities undertaken are managed in such a way as to avoid, reduce or control foreseeable risks to the health and safety of anyone who may be affected by such activities, as far as is reasonably practicable.
2. Whilst the duty to ensure compliance remains with the Clerk, Councillors and other staff are expected to take care of the health, safety and welfare of themselves, staff and visitors under their immediate supervision.

3. Health and safety is not the sole concern of the Clerk. All employees, Councillors and visitors to the Council are required to co-operate in carrying out the duties necessary to comply with the law, adhere to Council policies and the various codes of practice relating to work within the Council.

This is the statement of general policy and arrangements for:	Simpson and Ashland Parish Council
Overall and final responsibility for health and safety is that of:	Simpson and Ashland Parish Council
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	Chair

Statement of general policy	Responsibility of	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Chair	<ol style="list-style-type: none"> 1. Undertake relevant risk assessments including home working to identify possible hazards which might lead to accidents or work-related ill health from Council activities. 2. Monitor to ensure that each action has been implemented. 3. Review Risk Assessment regularly particularly when there are any changes in the Council's activities which could mean there are new or different risks. 4. Home working risk assessment to be reviewed every year at appraisal, or earlier if working habits or conditions change. 5. Ensure when the Council is running any activities a risk assessment has been carried out and relevant action implemented. 6. Ensure all employees, councillors, contractors and voluntary helpers are aware of the H&S requirements.
To provide adequate training to ensure employees are competent to work.	Chair All Councillors Clerk	<ol style="list-style-type: none"> 1. Identify any current training requirements arising from the assessment and ensure the appropriate training is undertaken and implemented. Training may be needed by councillors, staff, contractors and volunteers. 2. Incorporate checks on the currency and adequacy of health and safety training through the annual appraisal system and ensure staff can easily raise health and safety concerns or emerging training needs during the year. These can then be reported to the Chair and Cllr with HR responsibility. 3. When recruiting new staff, try to attract candidates who already have the appropriate qualifications to perform the job safely and / or identify health and

Statement of general policy	Responsibility of	Action / Arrangements
		safety training needs from the outset and ensure induction training is successfully completed.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Chair Employees	1. Staff routinely consulted on health and safety matters as they arise but also formally consulted at staff appraisal meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Clerk	1. Staff work from home and are aware of escape routes. 2. Fire alarm installed in property and regularly checked.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances.	Clerk	1. Regular visual inspection to confirm electrical equipment is in good physical condition (no bare or loose wires or broken plugs). 2. Regular checks carried out by councillors and clerk to assets and if any maintenance/repairs issues these are addressed as soon as possible. 3. Annual audit of Council assets carried out for insurance purposes. 4. No storage or use of substances. 5. Checks with staff to ensure ability to use IT equipment and software.

Health and safety law poster displayed:	Laptop of Clerk.
First-aid box and accident book are located at: Accidents and ill health at work reported under RIDDOR	Location of First Aid and Accident book - kept at Simpson Village Hall (in kitchen) and at Ashland Lakeside (in hall) Regular visual inspection of electrical equipment undertaken.
Signed: (Employer)	Simpson and Ashland Parish Council Date: 4 th September 2023
Subject to review, monitoring and revision by:	Chair of the Parish Council Every 12 months or sooner if work activity changes

Risk Assessment

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?
Slips and trips	Staff	Good general housekeeping. No trailing leads or cables, walk ways and areas around workspaces kept clear	Ensure all staff and visitors are aware of the requirements to keep areas clear and to clean up any spills	Clerk
Electrical Equipment	Staff and visitors	Regular visual inspection of electrical equipment to check in good physical condition (no bare or loose wires or broken plugs). Homeworking Risk assessment carried out annually No loose or trailing wires	Ensure any electrical equipment hired has a valid PAT	Clerk Councillor managing event activity
Display Screen Equipment	Staff	Laptop screen adjustable Workplace chairs fully adjustable Overhead lighting sufficient	Ensure staff are aware of all adjustments available	Clerk
Equipment Maintenance	Staff and visitors	Annual audit of equipment and assets Regular check of assets re maintenance requirements	Ensure any problems are reported immediately and actioned as soon as possible	Any Councillor Clerk
Premises Maintenance	Staff	Fire Alarm in place and service contract in place First Aid box in place	Ensure fire alarm checked regularly	Clerk
Data Protection	Staff and Councillors	Data Protection requirements adhered to as per Policy Confidential information held securely Documents retained as per the agreed policy	Passwords to be kept secure Documents to be securely destroyed as appropriate	All staff and Councillors

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Manual Handling	Staff, Councillors and visitors	<p>Mobile storage unit available for the movement of table and chairs</p> <p>Manual Handling risk assessment undertaken for new activities</p> <p>Gazebo installation and use to be overseen by a minimum of two Councillors</p>	Ensure users are aware of how to correctly move and use all the equipment	All staff and Councillors
Grant Funded events	Staff, Councillors and visitors	Grant funded events required to have their own public liability insurance in place for the individual event	Carry out a risk assessment of the event prior to the event taking place	Event organiser