

Health and Safety

General Statement of Policy

It is the policy of Candovers Parish Council to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation.

Candovers Parish Council's health and safety objective is to minimise the number of instances of accidents and to achieve an accident-free environment for the conduct of its business and for visitors to its amenities and locations that are open to the general public.

Councillors, Members and the Clerk will be provided with training and will seek advice from external authorities as necessary to implement the policy and achieve the stated objective.

Candovers Parish Council recognises and accepts its duty to protect the health and safety of all visitors to Council owned amenities and locations, including contractors and temporary workers, as well as visiting members of the general public.

While Candovers Parish Council will do all that is within its powers to ensure the health and safety of its members and Clerk, contractors and members of the general public, it is recognised that health and safety is the responsibility of everyone. It is the duty of everyone to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well-being of any other person.

All injuries, however small, sustained by a person on Council business must be reported to the Clerk to the Council. Any reported accidents to the general public on Council owned amenities and locations must also be recorded by the Clerk. The Clerk will keep a record of all reports. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Candovers Parish Council's health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of their operations occur.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

Signed:

Title: Clerk to the Council.

Date:

Safety Personnel

The responsibilities and the processes for monitoring health and safety in Candovers Parish Council are set out below.

Consultation and Communication

Health and safety issues are discussed at Council meetings when Councillor Members and the Clerk (the only employee) are present. Health and safety issues are discussed under the agenda items for each of the amenities and locations that the Council owns or uses. The specific procedures for each asset are set out below.

Burial Ground at St Peters - The Clerk carries out a monthly inspection. This inspection includes a walk around the entire burial ground inspecting amongst other things the trees, burial plots, memorials, grass, edges, moles and gates. The results of the monthly inspections are recorded in a book held by the Clerk. Any new hazards identified during the inspection, or from any reports from members of the general public are reported to the Clerk and then at the next Parish Council meeting for consideration. If urgent action is required then the Clerk informs the Chairman as soon as possible and they decide

on the action to take rather than wait until the next Parish Council meeting The Parish Council seeks expert advice for matter beyond competence of Council Members (eg tree safety).

Local Footpaths and Highways - The Parish Council does not own or have any responsibility for maintaining local footpaths and highways. However, a member of the Parish Council endeavours to walk the paths in the Parish once a month. Any hazards noted are reported at Parish Council meetings and the local landowner and/or Hampshire County Council are notified to take action. The main highways are owned and maintained by Hampshire County Council. Again, the Parish Council will report any identified hazards to the County Council for action.

Council Meetings Parish Council meetings are held monthly in a room hired in the Candover Valley Club. The Council follows the health and safety rules laid down by the Candover Valley Club, and in particular the Chairman points out the location of fire exits at the start of every meeting.

Clerks working condition and equipment - The Clerk is contracted to work four hours a week on Council business. The clerk spends the majority of this time working at home and uses her own personal computer, printer and scanner for preparing reports, minutes and letters and for communication using email. The Clerk is responsible for health and safety in this environment.

Council Members working conditions - Council Members conduct the majority of their council business in their own homes and use their own personal computers for preparing reports and for communication using email. The Members are responsible for health and safety in this environment.

Contractors - The Parish Council hires contractors and tradesmen to undertake maintenance of the Council owned assets. The Council also uses contractors to undertake improvement projects on the village. The Council selects reputable companies and tradesmen to undertake the work, and relies on them to be responsible for the health safety of their employees on the job and to take appropriate measures to reduce the risk to any members of the public who may be affected by the works. For any major works a Councillor will discuss the health and safety approach with the contractor and will ask to see a copy of an appropriate risk assessment. The Council seeks advice when needed on contractors and related health and safety matters from District or County Council officers.

Training - Most of the work and responsibilities of the Parish Council are of a very small scale and so 'on the job' training and common sense are generally sufficient to cover related health and safety matters. The Council Members and the Clerk are made aware of the need to dial 999 in the event of an accident that has caused injuries that require professional attention or any outbreak or suspected outbreak of unintentional or uncontrolled fire on Council property.

External Advice - The Council seeks advice from external authorities on health and safety matters which are outside the competencies of Councillors or the Clerk. Records All health and safety matters raised at Parish Council meetings, and any related actions, are recorded in the minutes of the meeting. The Clerk keeps a logbook of inspections of the burial ground. The Clerk keeps a record of all reported accidents or Health and Safety incidents.

In the event of an accident resulting in injury a full report will be drawn up by the Clerk to the Council:

1. The circumstances of the accident including photographs and diagrams wherever possible
2. The nature and severity of the injury sustained
3. The identity of any eyewitnesses

4. The time, date and location of the incident

5. The date of the report Review of H&S policy and procedures

The person responsible for overseeing and monitoring the implementation of the policy is the Clerk to the Council. When required, the Clerk will instigate a review of the policy and procedures. This will be required when there is a significant change to the Council business or responsibilities, or, as a minimum, every three years. The results of any review, and if appropriate, updated policy and procedures will be put forward for consideration and approval at a Parish Council meeting