



HEALTH AND SAFETY POLICY

October 2019 v1 approved

Note

As RPC employs less than 5 people it is not required to have a written health and safety policy but accepts that it is good practice to do so.

1 Statement of Policy

As the employer, Rooksdown Parish Council (RPC) has overall responsibility for health and safety in the workplace. The Parish Clerk has day-to-day responsibility for ensuring this policy is put into practice.

All council members, employees, volunteers and contractors must take reasonable care of:

- Their own health and safety
- The health and safety of members of the public.

The table¹ overleaf summarises the main policy areas, responsibilities, and actions necessary to meet the council's health and safety objectives.

¹ Based on the template provided by the HSE at <http://www.hse.gov.uk/toolbox/managing/writing.htm>

	Statement of general policy	Responsibility	Actions to be taken	Examples
1	Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace	RPC	<p>Clerk shall report to RPC any risks or inadequacies in equipment, procedures or working conditions that do or may represent a risk, along with suggested mitigation and management.</p> <p>RPC shall provide the Clerk with the necessary resources and support to mitigate and manage such risks.</p> <p>Similarly, councillors shall report to RPC and the Clerk anything they observe that may give rise to such risks, and shall actively investigate the presence of such risks during any appraisal process.</p>	<ul style="list-style-type: none"> • Electrical hazard caused by broken mains plug • Excessive and unreasonable workload • Money for a new mains cable • Reduction of workload or additional staff • Trip hazard in the office • Keep an eye out for evidence of stress or poor mental health • Check the number of hours being worked
2	Provide clear instructions and information, and adequate training, to ensure employees and volunteers are competent to do their work	RPC	<p>RPC shall ensure as part of the induction process, and during any appraisal process, the employee's level of competence is assessed, and training and/or support arranged to rectify any shortfall.</p> <p>RPC shall ensure that volunteers, including councillors, are suitably trained and are provided with the equipment necessary for any activity undertaken on behalf of the council. As members of RPC, councillors are responsible for assessing their own risks in this situation.</p> <p>RPC shall ensure that, for any activity where there is a reasonable chance that health and safety may be compromised, a risk assessment is undertaken by the Clerk or a suitably qualified individual or body and any necessary steps taken to manage the risks taken.</p>	<ul style="list-style-type: none"> • Whether they have sufficient training to handle the accounts package... • ...if not, arrange a training course • If the council asks for volunteers to put up a Christmas tree, it should make sure they have the skills, training and equipment to do it • If a councillor volunteers to fill the salt bins, they should assess their ability to lift bags of salt safely. • If RPC asks councillors to act as security for a parish event, the Clerk or preferably a suitably experienced expert should be asked to assess the risks, and RPC should implement the recommendations.
3	Engage and consult with employees on day-to-day health and safety conditions	N/A	Not applicable as only 1 employee: covered by Statement 1 above.	

4	Implement emergency procedures – evacuation in case of fire or other significant incident.	Clerk	The Clerk shall ensure that they are aware of the procedures set by Rooksdown Community Association (RCA).	<ul style="list-style-type: none"> • Clerk to ask RCA for a copy of the evacuation procedure and if necessary a walk-through
5	Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	RPC	Clerk shall report to RPC as in Statement 1 above.	