



Prestbury Parish Council

HEALTH & SAFETY POLICY

INTRODUCTION

This policy sets out the general principles and approach that Prestbury Parish Council will follow in respect of health and safety legislation. It is the responsibility of all councillors and employees of the council to be aware of the following policy statements on health and safety and of the arrangements made to implement these.

THE PARISH COUNCIL'S SAFETY POLICY STATEMENT

- Prestbury Parish Council, in accordance with the requirements of The Health and Safety at Work Act (1974), and The Management of Health and Safety at Work Regulations (1998), accepts its duty to provide and maintain safe and healthy working conditions for all its employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.
- The Parish Council will take all reasonable steps to ensure that it complies with the law on health, safety and welfare and any relevant regulations, approved codes of practice and guidance. It will provide the resources to ensure the safety of its employees and others affected by its work.
- The Parish Council will ensure that this policy is brought to the attention of all employees, members of the public, contractors, volunteers and councillors and is reviewed annually.

AIMS OF THE HEALTH AND SAFETY POLICY

To provide as far as is reasonably practicable:

- A safe environment and safe place of work.
- Arrangements for considering, reporting and reviewing matters of health and safety, including regular risk assessments of activities.
- Systems of work that are safe and without risks to health.
- Sufficient information, instruction and training for employees, councillors, contractors and voluntary helpers to carry out their activities safely.
- That its work, in all its forms, is done in ways that ensure members of the public are not put at risk.
- Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Parish Council's activities.

RESPONSIBILITIES

The Prestbury Parish Council clerk will keep himself or herself informed of relevant health and safety policy legislation and inform the Council accordingly.

Overall and final responsibility for health and safety in the Council and for compliance with all policy and procedure is that of Prestbury Parish Council.

Council should ensure:

- Regular risk assessments are carried out where required and appropriate records maintained.
- Compliance with all relevant health & safety law, regulations and codes of practice (where applicable, details will be included as an appendix to this policy).
- Information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.
- Effective arrangements to ensure that contractors or voluntary helpers working for the Council comply with all reasonable health and safety at work requirements.
- A central record of notified accidents is kept and when an accident or hazardous incident occurs action is taken to prevent a recurrence or further accident.
- Expert technical advice on health and safety to assist in fulfilling its responsibilities is sought, if needed.
- Appropriate resources are made within the budget to meet statutory requirements, health and safety policy, procedures and standards.

Employees, councillors, contractors and voluntary helpers will:

- Familiarise themselves with and cooperate fully with the aims and requirements of the health and safety policy and take reasonable care for their own health and safety and that of any persons who may be affected by their activities.
- Report any accidents or hazardous incidents to the Parish Council clerk or chairman.
- Report all defects in condition of premises or equipment and any health and safety issues to the Parish Council clerk or chairman.

Any Contractors employed by the Parish Council will:

- Be responsible for conducting themselves safely at all times and in compliance with the Parish Council's Health and Safety Policy.
- Ensure any work carried out must be fully in compliance with statutory legislation and codes of practice to ensure the health and safety of their own employees and other on and off site, also providing adequate measures to protect members of the public from harm.
- And any building sub-contractors working on behalf of the Parish Council will be required to adopt and follow the Considerate Contractors' Scheme. Being a 'Considerate Contractor' is indicative of an appropriate positive attitude that can be adopted by members of the building trade, ie. demonstrating that they care about the effect they have on neighbours and others in terms of issues such as noise pollution, site maintenance, littering on and off site and parking safely.

RISK ASSESSMENTS

- The Clerk shall keep copies of all risk assessments, method statements and health and safety documents.
- The Parish Council will carry out risk assessments of its activities as and when necessary and review these annually as set out in Appendix A.
- The Parish Council will set up and monitor policies and procedures to reduce any risks that are identified.
- The Parish Council may request that contractors supply risk assessments, written method statements and safe systems of work prior to starting any major works on behalf of the council. Alternatively, they may ask for details on how they will ensure safe working practices are adhered to.

INSPECTIONS & DOCUMENTATION REVIEW

An annual inspection of village assets will be carried out and findings recorded. Any serious defects/items for attention must be actioned immediately. Activity risk assessments, the health and safety policy document and all other health and safety documentation will also be reviewed annually taking into account any changes in personnel, procedural or physical changes.

ADOPTED ON

Document Revision History

Date	Version	Revision
Adopted 5 th May 2021	1.0	

Appendix A

Health and Safety – Risk Areas

The following are the most likely areas that will have health and safety risks associated with them.

The control and mitigation measures listed should be adhered to by Councillors and any volunteers who assist in these areas.

A likelihood/severity has not been assigned, most risks have a likelihood of low, the severity of individual risks can be low to high.

It is the responsibility of the lead organiser to ensure that the health and safety standards are met and that any volunteers and participants are aware of them.

Area	Lead organiser	Likely risks	Mitigation & working practises
Events The village street party events, prompted, funded and organised by the Parish Council, have proved to be successful, large social gatherings comprising traders, volunteer organisers, entertainers, and businesses; held on the closed village street with approximately 1,000 members of the public.	Events Committee set up by the Parish Council which acts as organiser.	Risks are in the following areas Safe closure of road. Crowd control Injury/illness of participants, residents who live in the village centre and their visitors and people visiting or staying at the Bridge Hotel or the Legh Arms who may not be able to receive speedy emergency response due to hampered access. Lost children Adverse weather conditions Emergency Services access Hazardous debris/litter	<ul style="list-style-type: none"> - Risk assessment and actions must be completed and sent to C.E. as part of road closure application - Provision of first aid facilities with a qualified named First Aider - Planned emergency vehicle access - No working at height - Sufficient marshals to adequately cover the fair. - Marshals to wear identifying high viz jackets - Briefing for marshals to cover the Event plan, safety, what to do in an emergency - Adequate communications facilities between key personnel eg. walkie talkies - Event marquee to act as marshalling point, contact point and to be manned throughout event. - Any electrical installations carried out by a competent person with compliance with Electrical safety for all temporary sound and lighting - Adequate safety measures for trip hazards (e.g. cables) - Strict adherence to traffic control before during and after road closure

		Hot food surfaces (businesses) Fairground rides Inconsiderate and illegal parking	<ul style="list-style-type: none"> - Brief businesses on their responsibilities for H&S - Brief to traders on their responsibilities including public liability cover. - Any hiring of equipment only from competent hire companies. - Plan for adverse weather conditions including shutting of event. - Ensure marquees are adequately tethered against strong winds.
<p>Station working group. Council has formed a station working group of volunteers to carry out improvement/maintenance work at the station. The Amenity Society also carries out work at the station</p>	Station adoption lead. Station working group lead	The major risk is in relation to working by a live railway line that has high speed trains travelling through the station. Specific rules apply when working at the station. Other risks are detailed in the Northern Rail safety briefing	<p>Northern Rail have provided a Safety Briefing for Team Leaders and select Councillors</p> <p>Any new volunteer must be given a Safety Briefing by one of the above Councillors</p> <p>Council to keep a register of all people who have received this briefing, volunteers are not allowed to work at the station until they have received the briefing.</p> <p>Any plans to work at the station must be logged prior with either of the two designated Team Leads.</p> <p>It is a specific requirement that volunteers wear official hi viz Orange safety vests and gloves. These are stored at the Village Hall and must be returned afterwards.</p>
<p>Playground.</p>	Assigned Councillor(s)	The most likely risks are Damage to equipment, fences, gates. Deterioration to playground equipment making it unsafe	<ul style="list-style-type: none"> - Safety inspection by RoSPA carried out yearly - Quarterly inspection by assigned Councillors - Signage to report any problems to Clerk - Any remedial action from inspections carried out in timeframe relating to possible risk - Close playground or individual apparatus if necessary, with adequate signage.

<p>Volunteer work in village Most volunteer work in the village consists of litter picking, general tidying up, gardening, operation of the SID traffic speed warning devices</p>	<p>Volunteer Lead or Parish Councillor</p>	<p>The most likely risks are - Working close to roads. Potential injuries from working with tools or equipment</p>	<p>Lead person to assess risks associated with the work undertaken and to brief participants accordingly. All volunteers must be advised to wear hi viz jackets to ensure they are adequately visible to pedestrians and vehicles. If a volunteer decides not to wear appropriate jackets, they should be informed that this will be at their own risk.</p>
<p>Workstation assessments for home working.</p>	<p>Clerk</p>	<p>There are specific risks associated with home working for employees, mainly workstations, which Council has a duty of care to ensure are assessed.</p>	<p>Details of what and how assessments should be carried out - https://www.hse.gov.uk/msd/dse/home-working.htm Council should provide any necessary equipment requested at no charge. This can include desk and chair if required.</p>
<p>Land and buildings and assets</p>	<p>PPC</p>	<p>PPC does not own any buildings PPC owns four plots of land Plot behind the Village Hall Bridge Green car park land Bollin Grove 'car park' land and 50% of Bollin Grove 'playing field' land</p>	<p>Though there are no specific risks associated with the land it would be prudent to inspect the land at least annually to ensure that nothing untoward has occurred that could be deemed a risk or that could require remedial action.</p>