



LAPLEY, STRETTON AND WHEATON ASTON PARISH COUNCIL

HEALTH, SAFETY AND WELL BEING POLICY

1. SUCCESS INDICATORS

1.1 The council has a Health, Safety and Wellbeing policy which:

- a) Provides an overview of the council policy on health, safety and wellbeing.
- b) Outlines the arrangements the council has in place for health, safety and wellbeing.
- c) Assigns roles and responsibilities to key staff in the council.
- d) Is monitored and reviewed regularly by the Parish Council.

2. OVERVIEW

2.1 All councils are required to have a Health, Safety and Wellbeing Policy in place. The Council's Health, Safety and Wellbeing Policy should be developed by the Clerk, assistant clerk and members of the council in conjunction with other relevant parties.

3. EMPLOYERS RESPONSIBILITIES

3.1 Where the council is the direct employer of council staff the council must have a Health and Safety Policy in place to comply with the Health and Safety at Work Act. Information and Guidance on this is available from the HSE website.

4. DAY TO DAY MANAGEMENT OF HEALTH, SAFETY AND WELL BEING

4.1 The organisation and arrangements which support the H,S and W Policy (day to day management of Health & Safety) are the responsibility of the Clerk, Assistant Clerk and Councillors.

Note that the Management of Health and Safety at Work Regulations requires employers to appoint one or more competent people to support their management of health and safety. This may be done by appointing an external provider to provide this advice.

4.2 **Occupiers Liability**

Regardless of the status of the employer, all councils have health and safety responsibility as the **occupier** of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering or accessing the premises at any time for any reason.

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within the council.

Part E - The Key Performance Indicators.

A. Introduction

This policy statement complements Lone Working Policy, Lone Worker Risk Assessment, Risk Assessment & Management record, Litter Picker Risk Assessment, Christmas Light Risk Assessment, SID risk Assessment. It records the local organisation and arrangements for implementing the LSWA Parish Council policy.

B Policy Statement

- 1 The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Parish Council recognise and take responsibility for compliance With the statutory duties under the Health and Safety at Work etc. Act 1974.
- 2 Lapley, Stretton and Wheaton Aston Parish Council will ensure so far as is reasonably practicable that:
 - I. all places and premises where staff are required to work and engage in council activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in Council activities elsewhere.)
 - II. all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - III. appropriate safe systems of work exist and are maintained.
 - IV. sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - V. a healthy working environment is maintained including adequate welfare facilities.
3. In addition to the above the Parish Council will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by their activities.
4. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
5. This policy statement and the accompanying organisational arrangements supersede any previously issued.

C Management Arrangements

The following procedures and arrangements have been established within our Parish Council to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Competent Health and Safety Advice

<i>The council obtains competent health and safety advice from</i>	<i>Staffordshire County Council Health , Safety and Wellbeing Service</i>
<i>The contact details are</i>	<i>01785 355777 or shss@staffordshire.gov.uk</i>
<i>In an emergency we contact – Justine Acheson, Health & Safety Auditor or Safety and wellbeing Service Duty Officer at Staffordshire County Council</i>	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in council/council:	Amy Watson (Parish Clerk)
Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g. annual report to main council meeting): Annual Health & Safety checklist Accident investigation reports for identification of recurring issues/possible defects Regular Working Party meetings reporting to Full Council Staff Communication	
The council carries out formal evaluations and audits on the management of health and safety (frequency). Annually	
Name of person responsible for monitoring the implementation of health and safety policies	Amy Watson along with the Health & Safety working party
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections – type	Name of person who carries these out
External grounds managed by the Parish Council	Malcolm Bissell, Alexa Davies, Josie Morris ,
Play Area Equipment including Outdoor Gym	Malcolm Bissell, Adrian Darrant, Play Inspection Company
Portable appliances testing	In house by South Staffordshire Council

B. Detailed Health and Safety Arrangements (Adapt this list of arrangements as appropriate)

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
staff accidents: reported to the Parish Clerk and complete accident book situated in the parish office. Further reporting as necessary
visitor accidents: reported to a member of staff and complete accident book situated in the parish office. Further reporting as necessary
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Amy Watson
Our arrangements for reporting to the Council are: by email at time of incident and formally at the next appropriate Parish Council meeting.
Our arrangements for reviewing accidents and identifying trends are: accident data collected and monitored from accident book to identify trend.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	In house with Staffordshire District Council as landlord
Location of the Asbestos Management Log or Record System.	In house with Staffordshire District Council as landlord

<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Contractors must review the Asbestos Register. Details are available from the landlord</i>	
<i>Our arrangements to ensure all council staff such as caretakers have information about asbestos risk on the premises: Staff must not drill or affix anything to walls or undertake any kind of intrusive work to the fabric of the building without first obtaining approval from the relevant manager for the Business Hub at South Staffordshire Council</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Manger South Staffordshire Council</i>

3. Communication

<i>Name of staff member who is responsible for communicating with staff on health and safety matters:</i>	<i>Amy Watson – Parish Clerk, Jessica Shulman – Assistant Parish Clerk or Chairman of the Health & Safety Working Party</i>
<i>Our arrangements for communicating about health and safety matters with all staff are: verbal conversations, team meetings, appraisals</i>	
<i>Staff can make suggestions for health and safety improvements by: speaking to the Parish Clerk/Assistant Clerk at any time and/or during appraisal</i>	

4. Construction Work *See also Contractor Management

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>Amy Watson– Parish Clerk, Jessica Shulman – Assistant Parish</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Duty holders will be identified and named as part of any Construction project when required.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Completion of hazard exchange form as required, risk management documents to be provided by contractor, also Parish Council risk assessment to be completed</i>	
<i>Staff should report concerns about contractors to: Amy Watson – Parish Clerk or Jessica Shulman – Assistant Parish Clerk</i>	
<i>We will review any construction activities on the site by: visual inspection and raising any issues with contractor</i>	

5. Consultation

<i>Name of person who is responsible for consulting with staff on health and safety matters:</i>	<i>Amy Watson – Parish Clerk, Jessica Shulman – Assistant Parish Clerk</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>N/A</i>
<i>Our arrangements for consulting with staff on health and safety matters are: Staff can raise</i>	

<i>any health and safety matters at any point and also at time of appraisal</i>
<i>Staff can raise issues of concern by: speaking to the Parish Clerk or Assistant Parish Clerk</i>

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Amy Watson – Parish Clerk, Jessica Shulman – Assistant Parish Clerk</i>
<i>Our arrangements for selecting competent contractors are: Requesting references</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Completion of hazard exchange form, risk management documents to be provided by contractor, also Parish Council risk assessment to be completed . Emergency contact details obtained</i>	
<i>Staff should report concerns about contractors to: Amy Watson – Parish Clerk, Jessica Shulman – Assistant Parish Clerk</i>	

7. Display Screen Equipment use (including PC's, laptops and tablets)

<i>The council assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</i>	
<i>Our arrangements for carrying out DSE assessments are: Identification of staff who meet the criteria for requiring the completion of a DSE assessment. Criteria to be set by LSWA Parish Council.</i>	
<i>DSE assessments reviewed following a change in working conditions ie. Change of furniture, change of office, movement of furniture.</i>	
<i>Assessments reviewed every two years.</i>	
<i>Any issues found will be rectified as soon as practical.</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Amy Watson</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Amy Watson</i>

8. Off-Site Activities

<i>Name of person who has overall responsibility for off-site activities</i>	<i>Amy Watson</i>
<i>Our arrangements for the safe management of off-site activities are: Risk assessment of activity to be completed prior to any task. Staff must be adequately trained in the task being carried out.</i>	

9. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Landlord- manager South Staffordshire Council</i>
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<i>Fixed electrical wiring test records are located:</i>	<i>Landlord</i>
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the council site are: All personal items on site will be deemed part of the PAT testing regime. Cables and plugs must be in good condition ie no breaks or no loose parts</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Amy Watson</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Amy Watson</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>With landlord</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Amy Watson – Parish Clerk, Jessica Shulman – Assistant Parish Clerk</i>
<i>The portable electrical equipment on the council site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:</i>	

10. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i>	<i>landlord</i>
<i>The Fire Risk Assessment is located</i>	<i>Landlord holds details</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is OR The site has a fire alarm which activates a response from (a 3rd party / listening service)</i>	<i>This will be dependant who is on site: Any tenant</i>
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>landlord</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Landlord</i>
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>Landlord publishes exit routes at various locations in the building</i>
<i>Our Fire Marshals are listed</i>	<i>Landlord publishes details at various locations in the building</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>Landlord holds details</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Amy Watson/Landlord</i>
<i>All staff must be aware of the Fire Procedures in council</i>	

11. First Aid

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Amy Watson</i>
<i>The First Aid Assessment is located</i>	<i>Parish Clerks Office</i>
<i>First Aiders are listed</i>	<i>Health and Safety folder located in Parish Clerks Office</i>

<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Amy Watson</i>
<i>Location of First Aid Box</i>	<i>First aid boxes available in the following areas: Clerk's Office</i>
<i>Name of person responsible for checking & restocking first aid boxes</i>	<i>Amy Watson/Jessica Shulman</i>
<i>In an emergency staff are aware of how to summon an ambulance: staff are aware to call 999</i>	
<i>Our arrangements for dealing with an injured person who has to go to hospital</i>	
<i>staff</i>	<i>Other staff member</i>
<i>visitors</i>	<i>If possible family member/friend with them, alternatively staff member if available. Contact to be made with next of kin.</i>
<i>Our arrangements for recording the use of First Aid are: recording in the first aid folder and review the first aid risk assessment</i>	

12. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>	
<i>All replacement glass is of safety standard</i>	
<i>A glass and glazing assessment took place in (year) and the record can be found</i>	<i>Landlord holds details</i>

13. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Landlord holds details</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: Hazardous substances identified are stored in the SSC sluice cupboard Council staff are aware of how to access this information –COSHH documents are stored in the sluice cupboard.</i>	

14. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>In the parish council office</i>
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15. Housekeeping, cleaning & waste disposal

<i>All staff share the responsibility for keeping the council/council site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are: landlord responsibility</i>	
<i>Our site housekeeping arrangements are: all waste bins within the building are emptied daily.</i>	
<i>Site cleaning is provided by: In house cleaners OR External cleaning company</i>	<i>In house cleaners/caretakers</i>

<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>
<i>work equipment -</i>
<i>hazardous substances – access to COSHH documents at all times</i>
<i>Waste skips and bins are located at the rear of the building</i>
<i>All staff must be aware of the arrangements for disposing of waste and the location of waste bins and skips. All staff aware of waste collection days.</i>
<i>Staff in all areas who generate waste must be aware of the risk assessments and control measures in place for their role.</i>

16. Lone Working

<i>Our arrangements for managing lone working are</i> <i>Risk assessment</i> <i>Lone worker policy</i> <i>Emergency contact details available</i>
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17. Maintenance / Inspection of Equipment (including selection of equipment)

<i>NOTE Types of equipment to consider in this section: Ladders and steps, extraction systems, lifts & lifting equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers, theatre equipment. This section must include the arrangements for council/council kitchens and equipment.</i>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>M Bissell- ladder use Building equipment-landlord</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Amy Watson</i>
<i>The equipment on the council site owned and used by contractors / lettings is the responsibility of the contractor / organisation undertaking the letting , who must provide records of testing , inspection and maintenance if requested</i>	

18. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Amy Watson in conjunction with staff members</i>
<i>Our arrangements for managing manual handling activities are: Individual risk assessments are completed Lifting equipment available Lift available to access across the building</i>	
<i>Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<i>Staff are trained appropriately to carry out manual handling activities.</i>	

19. Personal Protective Equipment (PPE) (links to Risk Assessment)

<i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for council staff.</i>	<i>Amy Watson in conjunction with the staff member requiring the PPE</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Amy Watson in conjunction with the staff member</i>
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE).</i>	<i>Amy Watson in conjunction with staff member requiring PPE</i>
<i>All PPE provided for use is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking PPE (if applicable).</i>	<i>N/A</i>

20. Reporting Hazards or Defects

<i>All staff must report any hazards, defects or dangerous situations they see at council/council premises.</i>
<i>Our arrangements for the reporting of hazards and defects: to inform the Parish Clerk</i>

21. Risk Assessments

<i>The council has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, and others who may be exposed to the risk.</i>	
<i>Risk assessments are in place for the following areas: (examples) painting Christmas lights Parish risk assessments Manual handling activities Risks related to individuals e.g. health issues Lone working Snow and ice Litter picking Use of Power tools Use of ladders and step ladders</i>	
<i>Name of person who has overall responsibility for the council risk assessment process and any associated action planning</i>	<i>Amy Watson Jessica Shulman</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Risk assessments register kept with review dates and reviewed by the Parish Council Risk assessments located in Clerk's office in risk assessments folder Risk assessments to be reviewed when there is a change before review date</i>	
<i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i>	

When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.

22. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the council.

23. Shared use of premises/shared workplace

<i>The parish council office</i>	<i>Landlord</i>
<i>Our arrangements for managing health and safety in a shared workplace are: knowledge of each agency policies</i>	

24. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of staff</i>	<i>Amy Watson In the case of the Clerk – Parish Chairman.</i>
<i>All staff have responsibility to take care of their own health and wellbeing and the parish council supports staff to do this by implementing the following arrangements:</i> <i>Access to occupation Health if required</i> <i>HR committee to monitor staff wellbeing in conjunction with the parish clerk</i> <i>Annual appraisal</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i>	
<i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Date Completed / reviewed ??</i>	

25. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Amy Watson</i>
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i> <i>Staff induction</i> <i>Risk assessments implemented where required</i> <i>Provide training to staff where appropriate</i>	
<i>The council has a health and safety training matrix to help in the planning of essential and development training for staff. Implemented</i>	
<i>Training records are retained and located in the Clerk's office</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Amy Watson</i>

26. Violence and Aggression and Council/Council Security

<i>The council provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff and visitors.</i>
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>

<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff must report all incidents of verbal & physical violence to:</i>	<i>Amy Watson or in the case of the Clerk the Chairman</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Amy Watson in conjunction with the Health & Safety Working Party and Management committee</i>
<i>Name of person who has responsibility for site security:</i>	<i>Landlord</i>
<i>Our arrangements for site security are: Secure doors with pass only access</i>	

27. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Landlord</i>
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28. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Amy Watson</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are: Risk assessment completed for individual task if necessary Correct use of step ladders/ladders Formal training to be given</i>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Work at height equipment is regularly inspected, maintained and records can be located in the parish office</i>	

29. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the council:</i>	<i>Amy Watson in conjunction with Council members</i>
<i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.</i>	

E. Health and Safety Key Performance Indicators (KPI's)

It is important that council members and managers can monitor the health and safety performance of the council in order to determine where progress is being made and where further actions and resources may be required.