

## **PCC Health and Safety Policy**

### **1.0 Introduction**

- 1.1 Penrice Community Council recognises its legal responsibility to ensure the health & safety of everyone using its amenities and facilities or affected by its activities, and the health & safety and welfare of its employees.
- 1.2 The Council recognises health and safety issues may arise in connection with:
- the land it owns and manages
  - the amenities and facilities it provides to the public (ie benches, noticeboards, signs)
  - the activities the Clerk, Councillors, volunteers and contractors undertake for the Council
  - the meetings organised by the Council at third-party venues
  - the facilities used by the Clerk to carry out Council-related work
- 1.3 The Council will take all reasonable and practicable steps to prevent work related ill-health and personal injury.
- 1.4 In addition, the Council will be proactive in identifying risks to the public outside its responsibility and where appropriate will raise concerns with relevant land owners and/or the local authority.

### **2.0 Health & Safety Management**

- 2.1 The Clerk has the primary responsibility for the safety of the PCC's operations.
- 2.2 The Council will not authorise additional or external activities unless the Clerk is satisfied that Health & Safety responsibilities are being addressed.
- 2.3 The Clerk and Councillors will draw attention to any Health & Safety issues reasonably within their areas of knowledge.
- 2.4 The Council will manage its responsibilities by:
- being aware of relevant legislation - primary legislation being the Health and Safety at Work etc. Act 1974 available at [www.legislation.gov.uk/ukpga/1974/37](http://www.legislation.gov.uk/ukpga/1974/37)
  - recognising potential risks
  - managing potential risks through risk assessment and implementing decisions

### **3.0 Procedures**

- 3.1 Council will consider the overall Health & Safety Policy at least once a year and will confirm this has been carried out at the AGM.
- 3.2 Council will consider Health & Safety issues whilst considering all resolutions where this is relevant.

3.3 The Clerk & the Council will take account of Health & Safety issues whilst managing risk in line with PCC Managing Risk. Such issues will be included in the main PCC Risk Assessment or where more effective within specific assessments for identified activities such as an event or home-working.

3.4 The Clerk & the Council will address risks and legal obligations by:

- maintaining appropriate insurance
- surveying & maintaining assets
- recording relevant incidents & reporting to the Health & Safety Executive as required
- drawing attention to the Health and Safety at Work Act

3.5 The Clerk will ensure proper assessment of all areas relating to employment and health & safety and will report to Council including making recommendations related to:

- home-working
- provision & use of equipment
- relevant training
- travel

3.6 The Clerk will ensure proper assessment of venues used by the Council either by personal observation or by gaining information from the property owners or managers and will report to Council including making recommendations related to:

- the venue as a workplace which should meet minimum standards of comfort and cleanliness
- the venue as a safe place for staff councillors and visitors
- the venue as a place that does not cause unnecessary harm to the environment contrary to legislation

3.7 The Council will comply with legislation designed to reduce harm that its activities may cause to the environment.

#### **4.0 Additional Detail**

4.1 Good property management related to fire risks includes:

- periodic inspection by an appropriately trained person
- fire safety precautions to be regularly reviewed, prominently displayed & adhered to
- sufficient & appropriate fire extinguishers to be provided and regularly inspected with guidance on use for visitors
- fire alarms, where fitted, to be tested regularly
- all exits to be kept clear of obstructions
- all regulations for flammable materials to be followed inc not storing near heating
- fire drills where appropriate
- indicating point of contact for potential issues

- 4.2 Good property management for general health & safety issues includes:
- proper storage of items to avoid injury from falls
  - avoiding trailing cables or cables across walkways
  - guidance to be provided for moving equipment
  - a point of contact for potential issues & for reporting accidents
- 4.3 Contractors should be advised that they work under their own Health and Safety Policies and must provide valid Method Statements and Risk Assessments for the work they undertake.
- 4.4 All staff, Councillors, volunteers and contractors should observe the Highway Code and Road Traffic Acts whilst carrying out activities for the Council.
- 4.5 All staff, Councillors, volunteers and contractors should ensure they have authority before carrying out work on behalf of the Council using Plant, Machinery or Tools. In addition, equipment should be well maintained and used following manufacturers instructions.