



Health and Safety Policy

GENERAL STATEMENT OF POLICY

- 1.1. The Parish Council's policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2. The policy will be kept up to date, particularly as the Parish Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Parish Council as part of its annual review of policies and risk assessments. The current agreed policies will be available on the Parish Council's website.

2. RESPONSIBILITIES

- 2.1. Overall and final responsibility for health and safety in the Parish Council and for compliance with the Health and Safety at Work etc. Act 1974 and Regulations made under the Act and the Occupiers Liability Act is that of Ingleby Arncliffe Parish Council.

The Parish Council will consult with the Parish Clerk on all matters relating to Health and Safety.

The Parish Clerk is responsible for the policy being carried out.

- 2.2 The following are responsible for safety in particular areas:

The Parish Clerk – Their Home Office

Contractors – Recreation Ground and Mowing Areas

Volunteers – Recreation Gound Volunteers under the Instruction of a Parish Council representative.

- 2.3 All employees and Parish Councillors should not interfere with anything provided to safeguard their or others health and safety.
- 2.4 Whenever the Parish Clerk notices a health or safety issue, which they are not able to put right, they must advise the Chairman. The Chairman shall at the earliest opportunity in



the light of the identified inform all Parish Councillors and consult on what remedial action to take as necessary.

2.5 The Accident Record Book is kept by the Parish Clerk.

2.6 Risk assessments and actions resulting from them are the responsibility of the Parish Council.

Action required to remove or control risks will be approved by the Parish Council.

The Parish Clerk will be responsible for ensuring the action required is implemented.

The Parish Clerk will check that the implemented actions have removed or reduced the risks.

Risk assessments will be reviewed annually, or when the work activity changes, or following an accident, whichever is soonest

2.7 COSHH (Control of Substances Hazardous to Health Regulations 2002)

The Parish Council's meeting place is the Village Hall which is hired for each session. The Parish Clerk will be responsible for regular communication with the Village Hall Committee who perform the relevant risk assessments.

The Parish Clerk is responsible for reporting any issues arising from hazardous substances to the Village Hall Committee and reporting such action to Ingleby Arncliffe Parish Council.

The Parish Clerk is responsible for completing a risk assessment of any hazardous substances within their normal place of work i.e. their home.

3. FIRST AID

3.1 A First Aid box is available at the Village Hall where the Parish Council usually meets.

4. SPECIFIC POLICIES

4.1 Policies for particular premises and activities are attached as Annexes as follows:-

1. Home Working/ Lone Working – Annex 1

2. Contractors – Annex 2



3. Volunteers – Annex 3

5. EMPLOYMENT OF CONTRACTORS

- 5.1 The notes to be given to contractors are attached at Annex 3.
- 5.2 The Parish Clerk should maintain a record of all

6. REPORTING AND RECORDING ACCIDENTS

- 6.1 The Parish Clerk shall record all accidents in the accident book.
- 6.2 Any resident's accident on spaces for which the Parish Council is responsible, shall be reported to the Parish Clerk and recorded in the accident book.

7. HEALTH AND SAFETY POLICY

- 7.1 All employees will be issued with a copy of this document with their terms and conditions of employment.

8. INFORMATION, INSTRUCTION AND SUPERVISION

- 8.1 Health and Safety advice is available from the Parish Clerk.
- 8.2 The Parish Council is responsible to ensure that all employees are given relevant health and safety information.

9. TRAINING ON HEALTH AND SAFETY

- 9.1 The Parish Council has overall responsibility for training.
- 9.2 Employees will be provided with specialist training relating to their duties.
- 9.3 Training records are kept by the Parish Clerk..
- 9.4 Training will be identified and monitored by the Parish Council. The Parish Clerk will arrange any necessary training.



10. MONITORING

- 10.1 The Parish Clerk is responsible for investigating any accidents and reporting them to the Parish Council.
- 10.2 The Parish Council's Chairman is responsible for investigating work-related causes of sickness absences and reporting them to the Parish Council.
- 10.3 The Parish Council is responsible for acting on investigation findings to prevent a recurrence and reviewing the relevant risk assessment(s).

HOME WORKING / LONE WORKING OFFICES -

ANNEX 1

1. Heating, Lighting and Ventilation

- a) Temperature must reach a minimum of 16 degrees Celsius within one hour of the normal start of work time.
- b) Office lighting. Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

2. Electrical Equipment

- a) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- b) 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, typewriter: 3 amp fuse; 2-bar heater, kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- d) Only electrical equipment provided by the Parish Council should be used on Parish Council activities and electric points must not be overloaded by means of multi-adaptors.



- e) Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.
- f) The electrical equipment provided by the Parish Council should be tested as necessary by a qualified engineer
- g) Defective equipment must never be used. Employees should not attempt to effect repairs to electrical equipment, unless competent and qualified to do so.

3. Home Insurance and Personal Safety

- a) The Parish Clerk should make arrangements to meet contractors or members of the public, at a suitable venue open to the public. If the meeting is arranged outside, in the village, the Parish Clerk may wish to ask for a Parish Councillor to accompany them. The Parish Clerk should not make arrangements to meet contractors, residents, or representatives from local authorities etc. at their home.
- b) The Parish Clerk should by appointment only, make arrangements for the Residents to inspect the Parish Council's accounting records.
- c) The Parish Clerk should ensure that they have household and contents insurance in place, which notified of Home Working and if necessary note the Parish Council's interests. The Parish Council may require evidence of that such insurance cover is in place.

CONTRACTORS

ANNEX 2

For Ingleby Arncliffe Parish Council to comply with Health and Safety Legislation, all outside contractors providing to do work on the Parish's recreation Ground and/or Mowing areas are to be made aware of the expected requirements related to health and safety. A contractor engaged in providing services to the Parish Council shall be deemed to have agreed to comply with the following requirements :-

1. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work etc. Act 1974, and all relevant statutory provisions.
2. You will provide the Parish Council with evidence that you have current insurance cover for the services and work being undertaken. The cover should be no less than £5m.
3. As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.



4. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used for the services provided to the Parish Council are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
5. The Parish Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Parish Council will not accept any responsibility for any increased costs arising out of such action.
6. In the event of the Parish Council taking this action, you will be notified verbally and will have confirmation in writing by the Parish Council's Clerk to order such a stoppage.
7. The Parish Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.
8. The Contractor should sign a copy of this policy as evidence that they have been so advised. The Parish Clerk should confirm same by email including a copy of this policy as further evidence.

**VOLUNTEERS IN PROVIDING THEIR SERVICES TO THE PARISH'S RECREATION
GROUND ANNEX 3**

1. All Volunteers should be provided with copies of the two documents:
 - a. Health and Safety Policy and Procedures for the Employment of Volunteers to Maintain the Recreation Area Equipment and Environment; and
 - b. Risk Assessment for the Employment of Volunteers to Maintain the Recreation Area Equipment & Environment.
2. The Parish Council's representative in charge should ensure procedures are followed and a record kept of the volunteer's names, addresses and signed completed briefing sheets.



INGLEBY ARNCLIFFE PARISH COUNCIL'S HEALTH AND SAFETY POLICY

Date of Policy: 29.04.26. Time: 9pm

Approving Committee: Ingleby Arncliffe Parish Council.

Date of Committee: 29.04.26

Policy Version: 1

Supersedes: None.

Policy effective from: 29.04.26

Date for next review: 29.04.27

Please sign below.

Please print name.

Hard copy signed by all Councillors

D Hugill Chairman

J Bell

D Cook

H Warhurst

J Sedgwick

