

HOPTON AND COTON PARISH COUNCIL



STAFF HANDBOOK

Health and Safety

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c/o Sylvia Gibson (The Clerk).
Flat 4, High Chase House, High Chase Rise, Little Haywood, Stafford, ST18 0TZ
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Health and Safety

Revision history

This document was originally written by:

| Name | Position | Date |
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| Sylvia Gibson | Clerk | December 2017 |

This document version was reviewed by:

Full Council

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| Full Council | | |
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1. Our Commitment

Hopton and Coton Parish Council believes that it has a responsibility to its Members, employees, contractors, volunteers and others affected by the Council, to place Health and Safety at the forefront of all of its actions and decisions and to protect staff from illness or injury in the workplace. It is the intention of Hopton Parish Council to comply with all Health and Safety legislation. The Council will act positively where it can reasonably do so, to prevent injury, ill health or any danger arising from its activities and operations. Hopton Parish Council considers the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of great importance. The Council recognises that the effective prevention of accidents depends as much on a commitment to safety as on the operation and maintenance of equipment and safe systems of work.

2. How we will put our Commitment into Practice

The parish council will appoint a Health and Safety Officer – this will be the Clerk who will have overall and final responsibility for Health and Safety and will be supported and advised by the council. Other Health and Safety tasks are to be delegated to individuals. The Clerk will always seek competent advice on Health and Safety matters when required and this will take the form of Health and Safety training. We will find ways to communicate this policy to all who use parish council premises and we will frequently review the policy. The Clerk will carry out all the appropriate Risk Assessments and all contractors will be expected to have their own Risk Assessments.

3. Our Commitment to Employees

We will encourage our employees to take on the responsibility of keeping themselves and others, safe. Everyone should have a commitment to follow the guidance contained in the Working Document which follows this policy, to get themselves trained when appropriate and to always report problems. In return, the parish council will provide employees with a comfortable working environment and we will put measures in place for when things go wrong. The council will keep an up-to-date list of the health requirements of employees when appropriate.

4. Emergencies and Accidents

We will have well-publicised emergency procedures and provide the equipment, information and training required to cope with accidents as well as the appropriate forms to fill in to report an accident.

5. What we will do to try to prevent things from going wrong

The parish council will regularly maintain equipment and systems in the form of P.A.T. tests, fire checks, asbestos and playground inspections etc. Any potentially

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dangerous substances which are on parish council premises, will be used safely, handled correctly and stored appropriately, according to our guidance.

6. Areas of Special Concern

An area of special concern is the village hall which is where all council meetings take place and where many interest groups meet. Areas of most concern are entrances, exits and corridors and, of course, the kitchen. We will have a raft of recommendations and expectations in place – please see the Working Document.

Something else that we need to consider is that many people hire the hall and they deserve to have access to Health and Safety posters and a Visitor Manual in which the council will explain its Health and Safety Policy and what its requirements are concerning hall-hirers.

As well as physical areas some circumstances require special treatment e.g. when contractors are on site. Please see all of our recommendations for these special circumstances.

7. Insurance

Appropriate insurance will be taken out, linked to Risk Assessments and reviewed annually.