

Ulcombe Parish Council Health and Safety Policy

1. Ulcombe Parish Council recognises its duty as an employer under the current Health and Safety at Work legislation to ensure so far as is reasonably practicable, the health, safety and welfare of its employees at work.
2. The parish council understands that under the current Health and Safety at Work Regulations, it must, as an employer, as far as is reasonable:
 - a. Ensure that the buildings and other areas or places in which people are employed to work, are safe and without risks to health.
 - b. Consider the work being done and any special needs of individual staff.
 - c. Provide and maintain a working environment (including facilities such as toilets, rest areas and the like) which is safe and without risks to health and adequate in terms of heating, lighting, ventilation and seating, etc
 - d. Provide and maintain plant, machinery, equipment, tools, appliances and systems of work which are safe and without risk to health.
 - e. Arrange that employees are not put at risk (or exposed to risk) in connection with the use, handling, storage or transport of dangerous articles and substances such as chemicals, dusts, noxious fumes or vapours, etc).
 - f. Safeguard its employees from inappropriate behaviour by others.
 - g. Provide as much information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees.
3. The parish council understands that it also has a duty of care to conduct its undertaking, as far as is reasonably practical, in such a way as to ensure that persons not in its employment (contractors, tradesmen, etc) who may be affected thereby are not needlessly exposed to risks to their health or safety.
4. That same general duty of care extends to other persons (member of the public, customers, guests, clients, etc) on the parish council's premises who may be affected by the way it conducts its business.
5. The parish council carries employer's liability and accidental injury insurance cover for officers, members and volunteers. It also carries public liability cover.

Health and Safety Compliance

1. Ulcombe Parish Council currently employs one person – the Parish Clerk – who principally works from home providing office support for the council. The Parish Clerk is required to complete an annual self-assessment of his/her working environment and highlight any specific issues with the Parish Council. Any issues arising in-year should be raised directly with the Parish Council in advance of the self-assessment. An appointed member of the Parish Council may, on occasion and at a time convenient to the Parish Clerk, also carry out a workplace assessment.

The self-assessment form is attached.

Additionally the clerk's workplace is at Ulcombe Village Hall for the purposes of attending parish council meetings. These venues are covered by the health and safety measures implemented by the Ulcombe Village Hall Committee.

2. A grievance procedure is in place to safeguard the clerk from inappropriate behaviour by others. It is the policy of the parish council that the clerk should not receive members of the general public in the office workplace for the purposes of parish council business. Arrangements should be made to meet member of the public at the village hall or other mutually convenient venue and in the company of a parish councillor. Members of the parish council may come to the office workplace by arrangement. The internal auditor will meet with the parish clerk at least once per year at the office workplace to carry out the internal audit.
3. Support in the form of providing appropriate information, training and supervision for the clerk is given by the parish council where necessary to ensure that health and safety is maintained in the work place and in the way in which the parish council conducts its business.
4. Weekly inspections of the play equipment at Ulcombe recreation ground are carried out by members of the parish council. CCTV is in operation to assist with site security. Additional monthly inspections are undertaken by Maidstone Borough Council and an annual inspection and risk assessment is made by RoSPA for all the equipment. All reports are kept on file and inspection findings are recorded at the monthly parish

council meeting. Any findings of concern and the action to be taken are minuted. Action is taken as soon as it is practicable or necessary to do so and in accordance with the parish council's insurance policy.

5. Monthly inspections of the recreation ground and the car park are carried out by the members of the parish council. Included for inspection is the condition of the sports pitches and sports equipment, other grass areas, the car park, the footpath, the trees and the signs. Evidence of any dog fouling and unauthorised usage is recorded. Certain activities are not permitted on the recreation ground and a sign advising of this is situated at the car park entrance. All reports are kept on file and inspections are recorded at the monthly parish council meeting. Any findings of concern and the action to be taken are minuted.
6. Members of the parish council undertake litter picking on a weekly basis at the recreation ground. Each councillor has been given a copy of health and safety guidance for safe litter picking which is based on information issued by the Kent County Council Clean Kent initiative.
7. An inspection of the recreation ground trees is carried out every 12-18 months by a qualified arboriculturist to ensure that they are in a safe condition. Any findings will be considered by the parish council and appropriate action undertaken by a qualified tree surgeon.
8. The outside of the recreation ground sports pavilion is checked each month by an appointed councillor to ensure it is fit for purpose and a detailed assessment of its condition is carried out annually. Ad hoc repairs are made as required. The pavilion is secured with locks and an alarm and is protected by CCTV. Annual inspections of the alarm, fire extinguishers and electrical systems are carried out by contractors. A list of the alarm key holders is held. At the end of the summer's sports season, the shower heads are disinfected and run through. The showers are not supplied by a stored water system and are therefore not known to be at any significant risk of carrying Legionnaire's Disease. Further to removal of 2 items containing crysotile (a short length of pip in the loft and 1 small external panel) asbestos management and refurbishment surveys undertaken in 2013 record that there is no presence of asbestos. All contractors must sign the asbestos register prior to commencing invasive works on the building.
9. The parish council does not routinely undertake clearance of snow or ice on its premises and is not required to do so by its insurers. A notice advising of this has been displayed to caution anyone entering the premises. If the parish council decides to provide the service any clearance must be subsequently maintained for the duration of the period of snowy/freezing weather and a record of any action taken and of the location is was carried out in must be kept. If clearance is undertaken by a contractor, the required public liability cover, as determined by the parish council's insurers, must be in place. In the event of severe weather the Chairman and Clerk will make a decision as to whether to proceed with a parish council meeting at the village hall or to hold it at Ulcombe Primary School (if this site it felt to be more accessible) or to cancel the meeting. A notice to consult with the Clerk, Chairman or the via the parish council website regarding the above will be placed on each agenda during the winter months.
10. Monthly inspections of the notice board and bus shelter will be carried out by a member of the Parish Council. Any findings of concern and action to be taken will be reported to the monthly parish council meeting and minuted.
11. Monthly inspections of the war memorial are carried out by a member of the parish council. Any findings of concern and action to be taken are reported to the monthly parish council and minuted.
12. Under the auspices of Kent Police and the parish council, members of the public carry out Speedwatch voluntary traffic speed surveillance sessions in Ulcombe. The members undertake training by Kent Police and operate under their procedures including those governing safe practice.
13. Roads and footpaths around the parish are the responsibility of Kent County Council but any faults which are reported to parish council meetings are recorded and referred to Kent County Council for repair in the interest of safety of the general public.

Signed:

(Chairman)