


**PURTON PARISH COUNCIL**

**HEALTH AND SAFETY GENERAL POLICY AND ARRANGEMENTS**

Adopted by Full Council on: 10 May 2021	Name of Chairman: Ray Thomas	Signature: 
<ul style="list-style-type: none"> <li>• Purton Parish Council</li> <li>• Purton War Memorial and Village Centre Charity</li> <li>• Purton Institute and Village Hall Charity</li> <li>• Purton Play Close Charity</li> <li>• The Purton Red House Ltd</li> </ul> <p>Purton Parish Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others that may be affected by the Council's activities. In order to discharge its responsibilities, the Council will:</p>	<p>Shall all for the purpose of this policy be referred to as PPC</p>	
Councillor Paul Grigg	Has overall and final responsibility for health and safety	
Parish Clerk	Has day-to-day responsibility for ensuring this policy is put into practice	
<p><b>Statement of General Policy:</b></p> <p>Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.</p>	<p><b>Responsibility of:</b></p> <p>Councillor Paul Grigg Parish Clerk Full Council PPC Staff Purton Red House Manager</p>	<p><b>Action/Arrangements:</b></p> <ul style="list-style-type: none"> <li>• We will risk assess work activities that Purton Parish Council are in control of. Significant findings will be recorded and measures to remove/control risks, so far as reasonably practicable put in place, using a hierarchy of controls.</li> <li>• The activities carried out by ground staff will be risk assessed, in conjunction with staff and safe systems of work put in place. Ground staff are responsible for ensuring these remain relevant, are followed and report any changes to the office. They should complete risk assessments for activities as new matters arise. Ground staff are responsible for assessing risks on site and managing these when carrying out activities around the Parish.</li> <li>• Activities carried out by the caretaker and cleaner will be assessed in conjunction with the assessments for the village hall and millennium hall. They should inform office staff if anything changes.</li> <li>• The Purton Red House Manager is responsible for assessing all activities and associated risks at the Red House and ensuring significant findings are recorded and practical measures are taken.</li> <li>• We will report the findings of the risk assessments to all relevant employees and review these when working habits or conditions change. Health and safety matters to be discussed at Council/Charity meetings and safe systems will be reviewed accordingly.</li> </ul>

		<p>We will follow HSE's advice in that we do not need to perform a formal risk assessment for every task. Purton Parish Council will focus on real risks and how to control them.</p> <ul style="list-style-type: none"> <li>All accidents resulting from a Purton Parish Council work activity must be reported to the Clerk or Purton Red House Manager and recorded in the accident book. These will be investigated as necessary and decisions for any changes required made by Council/the Clerk /Purton Red House Manager.</li> <li>It will be the duty of all employees, contractors, hirers and visitors to take care of themselves and others who may be affected by their activities, to do everything they reasonably can to prevent injury to themselves and others, and to co-operate with the Council in keeping the premises safe, including the grounds, car parks and play parks.</li> <li>Identify and provide relevant health and safety information, instruction and training.</li> <li>Training relevant to the job will be provided, using a variation of methods, including; inhouse training, on line training and where required specific training with an accredited trainer. Staff will be trained in safe working practices and procedures applicable to their job with information about known risks and hazards.</li> <li>A record of training is kept by the Clerk in the office. Staff should inform the Clerk if they think they need refresher or further training in an area. The Purton Red House Manager for Red House Staff.</li> <li>Encourage staff to discuss any health and safety concerns they have with the Clerk/Purton Red House Manager.</li> <li>The Council will consult with staff on health and safety issues, via the Clerk..</li> </ul>
<p>Provide clear instructions, information and adequate training, to ensure employees are competent to do their work.</p>	<p>Councillor Paul Grigg Parish Clerk Full Council Purton Red House Manager</p>	<ul style="list-style-type: none"> <li>Contractors engaged to carry out work should be certified where necessary, including registration with awarding bodies for e.g. gas safe, NICEIC or CDM accreditation schemes such as CHAS. Risk assessment safe methods of work will be requested from contractors before works are started, if they employ more than 5 employees.</li> <li>We will have a contractor policy and questionnaire in place, for Purton Parish Council to use to ensure that all health and safety requirements are met. This policy will also cover those classed as volunteer contractors, where the work is under their control.</li> <li>Ensure that emergency procedures are in place and brought to the attention of all staff and non-staff members who access the premises. Evacuation plans are displayed in prominent places in the entrances to the village hall, millennium hall and bowls pavilion and Purton Red House.</li> </ul>
<p>Engage and consult with employees on day-to-day health and safety conditions.</p>	<p>Councillor Paul Grigg Parish Clerk Full Council Purton Red House Manager</p>	
<p>Ensure that any contractor who has been assigned to carry out work on behalf of Purton Parish Council is able to demonstrate that they pay due regard to health, safety and welfare matters.</p>	<p>Councillor Paul Grigg Parish Clerk Full Council Purton Red House Manager</p>	
<p>Implement emergency procedures – evacuation in case of fire or other significant incident.</p>	<p>Councillor Paul Grigg Parish Clerk Full Council Purton Red House Manager</p>	

		<ul style="list-style-type: none"> <li>• We will ensure that a fire risk assessment is carried out, actioned and reviewed annually. Arrangements for ensuring that fire alarms, emergency lighting, firefighting equipment and emergency exit checks will be in place.</li> </ul>
<p>Provide and maintain plant, equipment and machinery.</p>	<p>Councillor Paul Grigg Parish Clerk Full Council Ground Staff Purton Red House Manager</p>	<ul style="list-style-type: none"> <li>• Ensure that plant and equipment used in the workplace is safe and suitable for the purpose for which it is used. We will have a system in place for routine inspection and testing of equipment/machinery and for ensuring that action is promptly taken to address any defects.</li> <li>• Staff will be identified as being competent to use equipment safely taking into account experience, knowledge and skills.</li> <li>• Training to be delivered in various ways including; in-house using the manufacturer's instructions, instruction/information and online resources. Specific training for certain activities such as using a chain saw will be provided by accredited providers.</li> <li>• Ensure that staff are instructed in how to use, maintain and inspect equipment for faults, to never use faulty or unguarded equipment and to report faults to the office. Arrangements for specialist contractors to service particular pieces of equipment such as the ride on mower will be in place.</li> <li>• The use of any work equipment which could pose a risk will be restricted to competent authorised persons only.</li> <li>• Personal protective equipment (PPE) identified as being necessary to be issued to staff and they should ensure it's maintained in good condition and used.</li> <li>• The play parks will be inspected and risk assessed annually by a contractor competent in that area and subject to weekly internal safety checks by ground staff.</li> </ul>
<p>To ensure safe storage and use of substances</p>	<p>Councillor Paul Grigg Parish Clerk Full Council Parish Council Staff PPC Staff Purton Red House Manager</p>	<ul style="list-style-type: none"> <li>• Ensure before purchasing any substances that the least hazardous substance is selected and that it can be stored and used safely. Carry out an assessment based on the safety hazard data sheets provided by the chemical supplier. We will carry out monitoring and health surveillance in appropriate cases.</li> <li>• Provide information, instruction and training for staff. Relevant staff will be trained and issued with safety data sheets and a lockable storage cupboard for the safe storage of substances.</li> <li>• Ground staff will have specific pesticide training and general awareness/inhouse training of using chemicals appropriately and are responsible for assessing the risks from any new substances they purchase. They should ensure safe storage of hazardous and flammable substances.</li> </ul>
<p>To maintain safe and healthy working conditions.</p>	<p>Councillor Paul Grigg Parish Clerk</p>	<ul style="list-style-type: none"> <li>• Facilities including toilets, washing facilities, drinking water and rest areas will be provided.</li> </ul>

	Full Council PPC Staff Purton Red House Manager	<ul style="list-style-type: none"> <li>● Regular inspections of the workplace and facilities that Purton Parish Council hire out will be carried out. Should anyone using our facilities come across any faults, damage or other situations which might cause injury and cannot be rectified immediately, they should inform Purton Parish Council as soon as possible so that the problem can be dealt with.</li> <li>● Maintenance of the buildings owned by the charities will be managed through each charity committee.</li> <li>● Arrangements will be in place for fixed electrical and PAT testing, gas safety and fire alarms, firefighting equipment and emergency lighting. These will be carried out by certified persons.</li> <li>● An asbestos survey will be carried out and findings managed appropriately.</li> <li>● Ground staff are responsible for managing the workshop.</li> <li>● The Purton Red House Manager is responsible for managing the Red House</li> </ul>
To provide appropriate occupational health support	Councillor Paul Grigg Parish Clerk Full Council Purton Red House Manager	<ul style="list-style-type: none"> <li>● Pre-employment screening records will be kept by the Clerk and where necessary health surveillance will be completed. Incident and absence data will be monitored, reviewed and action taken when appropriate.</li> <li>● A stress policy and risk assessment will be in place and we will provide access to an Employee Assistance Programme. This service will be available to all staff to help manage and reduce stress which may impact on their wellbeing and ability to carry out their duties.</li> </ul>
Create a positive health and safety culture.	Councillor Paul Grigg Parish Clerk Full Council PPC Staff Purton Red House Manager	<ul style="list-style-type: none"> <li>● Purton Parish Council staff have a duty to take all reasonable steps to protect the health and safety of themselves and other people affected by their actions. All staff should assess and look for hazards in their day to day duties and take action including reporting any areas of concern to the Clerk/The Purton Red House Manager.</li> <li>● We will bring this Policy Statement to the attention of all employees and seek their co-operation in supporting Purton Parish Council in its efforts to achieve and maintain a healthy and accident-free work place.</li> </ul>

Health and safety law poster is displayed at (location)	First-aid box is located:	Accident book is located:	Responsible Fire Safety Person:
Landing in main office Workshop The Purton Red House	Main office Kitchen in the Village Hall Kitchen in the Millenium hall/ Bowls Pavillion Workshop and ground staff carry personal first kits on their belts Council vehicle The Purton Red House	Main office Kitchen in the Village Hall Kitchen in the Millenium hall Work shop The Purton Red House	Councillor Paul Grigg

This policy will be reviewed annually by Full Council.

DATE OF REVIEW	REVIEW DETAILS
14.9.20	Full Council meeting - change responsibility from Chair of Council Ray Thomas to Councillor Paul Grigg
	Incorporates The Purton Red House Ltd

