

Adopted: 8/4/24

Review Date: March 2026



WEST MALLING PARISH COUNCIL

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HEALTH & SAFETY POLICY

This policy sets out the general principles and approach that the West Malling Parish Council (the Council) will follow in respect of Health and Safety legislation for premises and activities for which the Council is responsible. This policy applies to all staff, volunteers, Councillors and the general public and has been drawn up in response to and in accordance with the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1998.

The Council is aware that it has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice for all staff, volunteers, Councillors and the general public. It is the responsibility of all councillors and employees of the council to be aware of the this policy.

The Council will, so far as is reasonably practicable, pay particular attention to:

- The provision and maintenance of equipment and systems of work and ensure they are in a fit and safe state;
- Involving and motivating staff and volunteers in health and safety matters;
- Controlling situations which may threaten life, health or property; and
- The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work.

The Procedure

This policy will be reviewed every two years.

Councillors will ensure that sufficient resources are available to provide any health and safety equipment, personal protective equipment, training in manual handling where appropriate, and the provision of eye tests for those who habitually use display screen equipment. Information and training for staff, Councillors and volunteers will be provided, as far as is reasonably practicable, to achieve and maintain a high standard of safety.

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The Clerk will be responsible for the maintenance of risk assessments, safety records, investigation of accidents, providing accident statistics and keeping a watching brief on changing safety legislation. The Clerk will report directly to Councillors and they will also, with a view to prevention of future occurrences, carry out full investigations of accidents.

All staff and volunteers have a responsibility to do everything they can to prevent injury to themselves, their colleagues and others affected by their actions or omissions at work. They are expected to follow the Council's procedures in particular, to report any incidents that have or may have led to injury or damage.

All staff and volunteers should ensure that they use any equipment provided in accordance with training that they have received. They should report any serious or imminent danger and any shortcomings that they see in the protection arrangements, to their line manager or the Clerk.

Violence at Work

Violence at work can be defined as:

'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. (The Health and Safety Executive leaflet "Violence at Work", 1996).

This may also include any form of verbal abuse, any form of harassment due to any of the discriminations identified within the Council's Equality and Diversity Policy, as well as any other threatening behaviour and physical attack.

The Council is committed to ensuring the personal safety of its staff and volunteers while they are within the working environment. Staff and volunteers are required to:

- Follow the procedures set out with regard to personal safety;
- Report any incident which comes under the definition above; and
- To report any incident where there was a feeling of threat.

Reporting Accidents New fuller paragraph

All accidents, no matter how small, must be reported in the first instance to the Clerk and details entered in the Accident Book. Thereafter, all such accidents will be brought to the attention of the Council. In the event of a serious injury or dangerous occurrence, the Chair, or in his or her absence the Vice Chair will be informed immediately.

Electrical Equipment

Electrical equipment is normally safe, provided it is properly installed and regularly inspected and care is taken.

VDU Users

An assessment will be made of each workstation to ensure that there is adequate light, seating, screen protection, foot rests and support for typing.

Control of Substances Hazardous to Health (COSHH)

Hazardous substances will be identified and, if possible, safer alternatives will be found. If this is not possible, then substances will be labelled and stored safely.

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Manual Handling

- Do not lift objects which pose undue strain;
- Always check the load before moving it;
- Avoid the need for handling wherever possible;
- Always use appropriate aids;
- Do not attempt to lift alone if two people are more appropriate; and
- Training will be provided for staff and volunteers when necessary.

Monitoring and Reviewing

The Council is committed to ensuring safe working conditions for all staff and volunteers. The Clerk is responsible for monitoring these procedures on a regular basis.

This policy will be reviewed every two years or before if a change of circumstances.

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