

# Kirkby Fleetham with Fencotes Parish Council

## Health, Safety and Welfare Policy

Date of Adoption: June 2021

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This Health and Safety policy was adopted by the council at its meeting held on 17 June 2021.

## 1. Statement on Health, Safety and Welfare Policy

1.1. Kirkby Fleetham with Fencotes Council accepts its responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of all employees, contractors, visitors and users of premises, and others who may be affected by the council's activities.

1.2. The Parish Council has five elected Councillors and employs one part time clerk. The Council has no premises and meetings are held in the village hall.

1.3. It owns no property but in particular has responsibility for the village greens, various trees and two bus shelters. It also has responsibility for a closed churchyard at St. Mary's church, and a burial ground and holds a number of assets listed in the Asset Register.

1.4. Kirkby Fleetham with Fencotes Parish Council will continue to ensure that its policy, legal obligations and experience are applied effectively throughout the Council where it has legal obligations.

1.5. The Parish Council recognises that accident prevention is an essential element of good work practice which benefits the efficiency of the Council's operation, as well as the welfare of all affected by the activities. It is recognised that effective prevention of injury and damage requires commitment from all parties at every level.

1.6. Therefore the Parish Council will:

- Consider health and safety issues and take practicable action to manage the risks identified.
- Promote a positive health and safety culture within the Council and provide means for the public to report, and be involved in, such issues within the Council's responsibility.
- Where considered necessary, carry out periodic inspections in the interest of effective Health and Safety management.

1.7. The Clerk will, together with Councillors:

- Ensure any HSE notices received are brought to the attention of the Council.
- Make arrangements for the Council to undertake and to maintain a record of periodic inspections of trees on the village greens, the bus shelters, St Mary's closed Churchyard, the Burial Ground and those items listed on the Asset Register.

1.8. The Clerk, individual Councillors and community volunteers are to take reasonable care of their own safety, and that of any one else who may be affected by their work activities.

1.9. Individual Councillors and community volunteers are required to cooperate with Kirkby Fleetham with Fencotes Parish Council in the fulfilment of its duties with regard to health, safety and welfare and communicate any concerns to the Clerk.

# Procedures in Place to manage particular areas of Health and Safety

## 2. Risk Assessments

2.1. Identifying risks and the management of the risks, pertaining to the Burial Ground, St Mary's closed churchyard, trees on the village greens and bus shelters will be undertaken by periodic assessment using forms to aid the process.

2.2. Activities organised by the Council (eg. litter picking), will be considered for risk, and action taken to manage the safety of those present.

## 3. Contract Workers

3.1. Activities identified may be done by unpaid volunteers but when contractors are used for more demanding tasks, it is the Council's policy, they will be competent contractors.

Competence is assessed by checking relevant insurance policy cover, qualifications and experience.

## 4. Accident Reporting

4.1. Clerk to maintain a record of accidents, incidents and near misses, and these are to be considered at Council meetings to confirm that the issues are considered and practicable actions taken.

## 5. Employee's Responsibilities

5.1. Employees, contractors, and all others who may be affected by the activities of the Council, are required to report all accidents/near misses safety related occurrences to the Clerk who shall maintain a record.

## 6. The Council's Responsibilities

6.1. The Clerk is responsible to ensure that the records are presented to the Council who shall satisfy themselves on the following:

- The accident/incident has been investigated and that immediate action has been taken to prevent ongoing injury or damage to property.
- That a reasonable investigation and record of the accident/incident has been made and that if necessary insurers and others are made aware of the matter.
- Consider further practicable actions to remedy the cause of the accident/incident to prevent a recurrence.

## 7. Guidance Notes

7.1. All records of accidents/incidents and near misses are identified in the appropriate Minutes of the time.

7.2. The risk assessment forms are held on file by the Clerk. Unless otherwise decided the maximum time between the inspections is 18 months.