



BROADBRIDGE HEATH PARISH **COUNCIL**

HEALTH AND SAFETY POLICY

This is the Health and Safety Policy Statement of Broadbridge Heath Parish Council:

BBH Parish Council recognises and accepts its responsibility for providing a safe and healthy environment for its members: staff, volunteers, visitors, and for anyone affected by its activities.

The Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained.

The primary legal responsibilities for health and safety rest with the employer. In order to carry out their legal responsibilities, BBHPC, as the employer, delegates the responsibility for managing health and safety matters to the Clerk and Officers of the Council.

The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

Our statement of general policy, below, is based upon that required by virtue of the Health and Safety at Work etc. Act 1974. Although the Council has 2 employees, the principles of the Act and its underpinning Regulations as later published are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities;
- To consult with our staff on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To provide sufficient information, instruction, and supervision of staff, volunteers and visitors as far as is reasonably practicable;
- To ensure all staff and volunteers are competent in their Council-related activities, and to provide adequate training as far as is reasonably practicable;
- To prevent accidents and activity-related ill health as far as is reasonably practicable;
- To maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides; and

- To review and revise this Policy as necessary at regular intervals, but at least annually.

BBHPC has these policies: Lone Working, Keyholder, Screen User and carries out workplace assessments.

For BBHPC the following helps demonstrate its Health & Safety responsibilities:

First Aid: There is a process in place to check the First Aid Box for its location and its contents with regular checks. The Council have a designated First Aider who has completed a First Aid Course.

Accident Reporting: Accidents must be reported to the Clerk and recorded in the Accident Book. Building users, contractors, employees are all advised to report accidents.

Fire Precautions and Checks: Annual PAT testing is carried out. Fire extinguishers are serviced, and the fire alarms are tested weekly. We have an Annual Fire Risk Assessment carried out by an external assessor and Emergency Lighting is also serviced annually.

Risk Assessments & Inspections: Risk Assessments are carried out for the building, specific events, open spaces, and Allotments. Play Inspections are carried out in the PC's play areas weekly. Operational and Annual Inspections are sub-contracted.

COSHH/Manual Handling: currently we do not have any employees who carry out these duties but for future recruitment when this may be a requirement, we will ensure proper training in these areas is carried out.

Insurance: the Clerk ensures the PC has the appropriate insurance in place and any requirements for the Insurance. This also includes appropriate signage and information for reporting in areas the PC is responsible for.

Approved by the Council on: Monday 3rd June 2024

Parish Council Meeting

For Review: June 2025

Minute Reference: To be added