

**Health and Safety**

**General Statement of Policy**

It is the policy of Kingsley Parish Council to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation.

Kingsley Parish Council's health and safety objective is to minimise the number of instances of accidents and to achieve an accident-free environment for the conduct of its business and for visitors to its amenities and locations that are open to the general public.

Councillor Members and the Clerk will be provided with training and will seek advice from external authorities as necessary to implement the policy and achieve the stated objective.

Kingsley Parish Council recognises and accepts its duty to protect the health and safety of all visitors to Council owned amenities and locations, including contractors and temporary workers, as well as visiting members of the general public.

While Kingsley Parish Council will do all that is within its powers to ensure the health and safety of its members and Clerk, contractors and members of the general public, it is recognised that health and safety is the responsibility of every one. It is the duty of everyone to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

All injuries, however small, sustained by a person on Council business must be reported to the Clerk to the Council. Any reported accidents to the general public on Council owned amenities and locations must also be recorded by the Clerk. The Clerk will keep a record of all reports. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Kingsley Parish Council's health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of their operations occur.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

Signed: .....

Title: Clerk to the Council.

Date:

## **Safety Personnel**

The responsibilities and the processes for monitoring health and safety in Kingsley Parish Council are set out below.

## **Consultation and Communication**

Health and safety issues are discussed at Council meetings when Councillor Members and the Clerk (the only employee) are present. Health and safety issues are discussed under the agenda items for each of the amenities and locations that the Council owns or uses. The specific procedures for each asset are set out below.

## **St Nicholas and Cemetery**

St Nicholas and its cemetery have medieval origins and are in a relatively remote location in the village. The building is kept locked and only opened on special occasions and events. Key holders are the Clerk and the Friends of St Nicholas.

The Friends of St Nicholas look after building on a day-to-day basis (eg cleaning and preparing for events) and are responsible for their own health and safety when on site. The Friends of St Nicholas report any hazards they find on site to the Clerk.

Health and safety notices are posted in the porch of the building drawing the public's attention to the safety matters within the building and the cemetery. This notices is shown at the end of this appendix. A map showing the position of exits and fire extinguishers is also displayed in the porch.

The Clerk arranges for electrical installation and any portable electrical appliances to be tested on an annual basis and the lightning conductors to be check every 5 years. The tests will be undertaken by an independent electrical contractor or a 'competent person' as defined by the regulations in the Electricity at Work Regulations 1989. The fire extinguishers are also check once a year by a competent external person.

The Clerk carries out a weekly inspection of the building and cemetery. This inspection includes:-

A walk around the entire cemetery inspecting amongst other things the trees, burial plots, memorials, grass, edges, moles and gates. The outside of the chapel, the gutters, windows and roof are inspected from ground level and the doors are checked to make sure they are locked.

The results of the weekly inspections are recorded in a book held by the Clerk.

Any new hazards identified during the inspection, or from any reports from members of the general public are reported to Lead Councillor for St Nicholas and then at the next Parish Council meeting for consideration.

If urgent action is required then the Clerk informs the Chairman and the Lead Councillor as soon as possible and they decide on the action to take rather than wait until the next Parish Council meeting

The Parish Council seeks expert advice for matter beyond competence of Council Members (eg building structure, tree safety).

## **Upper Green**

Upper Green and its children's play areas and equipment are open to the general public at all times. Members of the public are expected to take responsibility for their own safety and, in particular, for the safety of any children under their supervision using the play equipment on the Green. They should also take care not to put any other users of the amenities at risk of injury.

The Lead Councillor for Upper Green undertakes a weekly inspection of the green and play equipment. Results of these inspections are recorded in a book held by the Lead Councillor.

The Lead Councillor also organises further inspections of the play equipment every 3 months with a local expert in children's play equipment.

The Lead Councillors reports any new hazards identified during these inspections, or from any reports from members of the general public, at the next Parish Council meeting for consideration.

If a new hazard is identified that requires urgent action then the Lead Councillor takes immediate action if possible to reduce the hazard and consults with the Chairman and Clerk as soon as possible. They may decide on further action to reduce the risk rather than waiting until the Parish Council meeting.

The Clerk arranges for a formal annual inspection of the play equipment to be carried out by an accredited external body. The report of this inspection is considered at a Parish Council meeting.

The Parish Council seeks expert advice for matter beyond competence of Council Members (eg play equipment, play ground safety, tree safety).

## **Lower Green**

Lower Green is an area that is left mainly to flourish with minimum maintenance. It is open to the general public to use on foot and they are expected to take responsibility for their own safety.

A group of Councillors inspects the green twice a year to see if there are any hazards that require attention. The results of these inspection and any other reports from members of the general public are considered at Parish Council meetings.

## **The Allotments**

The Allotments site is leased by the Parish Council from a local landowner. The day-to-day running of the site is carried out by the Kingsley Allotment Association under an agreement with the Parish Council.

The Tenancy Agreements with individual Allotment Plot holders lists the responsibilities of the plot holders and visitors to the site for reducing health and safety risks.

Members of the Allotment Association committee inspect the site three times a year, and the Association Secretary records any identified hazards. The Association puts in place remedial action for any hazards and any significant new hazards are reported to the Parish Council for consideration.

## **Local Footpaths and Highways**

With one exception, the Parish Council does not own or have any responsibility for maintaining local footpaths and highways. However, a member of the Parish Council endeavours to walk the paths in the Parish once a month. Any hazards noted are reported at Parish Council meetings and the local landowner and/or Hampshire County Council are notified to take action.

The main highways are owned and maintained by Hampshire County Council. Again the Parish Council will report any identified hazards to the County Council for action.

## **Council Meetings**

Parish Council meetings are held monthly in a room hired in the Kingsley Centre.

The Council follows the health and safety rules laid down by the Kingsley Centre, and in particular the Chairman points out the location of fire exits at the start of every meeting.

## **Clerks working condition and equipment**

The Clerk is contracted to work six hours a week on Council business. The clerk spends the majority of this time working at home and uses her own personal computer, printer and scanner for preparing reports, minutes and letters and for communication using email.

The Clerk is responsible for health and safety in this environment.

The Clerk also accesses paper records held in the Kingsley Centre and in this environment is bound by the Health and Safety rules of the Centre.

### **Council Members working conditions**

Council Members conduct the majority of their council business in their own homes and use their own personal computers for preparing reports and for communication using email.

The Members are responsible for health and safety in this environment.

### **Contractors**

The Parish Council hires contractors and tradesmen to undertake maintenance of the Council owned assets. The Council also uses contractors to undertake improvement projects on the village.

The Council selects reputable companies and tradesmen to undertake the work, and relies on them to be responsible for the health safety of their employees on the job and to take appropriate measures to reduce the risk to any members of the public who may be affected by the works.

For any major works a Councillor will discuss the health and safety approach with the contractor and will ask to see a copy of an appropriate risk assessment.

The Council seeks advice when needed on contractors and related health and safety matters from District or County Council officers.

### **Training**

Most of the work and responsibilities of the Parish Council are of a very small scale and so 'on the job' training and common sense are generally sufficient to cover related health and safety matters.

The Council Members and the Clerk are made aware of the need to dial 999 in the event of an accident that has caused injuries that require professional attention or any outbreak or suspected outbreak of unintentional or uncontrolled fire on Council property.

### **External Advice**

The Council seeks advice from external authorities on health and safety matters which are outside the competencies of Councillors or the Clerk. Advice is sought on: building matters (for St Nicholas) from qualified surveyors, builders and electricians; fire precautions (for St Nicholas) from the local fire service; playground equipment safety (for Upper Green) from accredited external bodies; on general ground and

tree maintenance from local reputable tradesmen and companies; and on general matters from the District and County Council officers.

## **Records**

All health and safety matters raised at Parish Council meetings, and any related actions, are recorded in the minutes of the meeting.

The Lead Councillor for Upper Green keeps a logbook of significant matters arising from the inspections of Upper Green and the play equipment.

The Clerk keeps a logbook of inspections of St Nicholas and the Cemetery.

The Clerk keeps a record of all reported accidents or Health and Safety incidents. In the event of an accident resulting in injury a full report will be drawn up by the Clerk to the Council:

1. The circumstances of the accident including photographs and diagrams wherever possible
2. The nature and severity of the injury sustained
3. The identity of any eyewitnesses
4. The time, date and location of the incident
5. The date of the report

## **Review of H&S policy and procedures**

The person responsible for overseeing and monitoring the implementation of the policy is the Clerk to the Council.

When required, the Clerk will instigate a review of the policy and procedures. This will be required when there is a significant change to the Council business or responsibilities, or, as a minimum, every three years.

The results of any review, and if appropriate, updated policy and procedures will be put forward for consideration and approval at a Parish Council meeting.

# **St Nicholas Chapel and Cemetery**

## **Health and Safety Policy Statement**

Kingsley Parish Council is committed to the safety of all who visit St Nicholas Chapel and Cemetery.

Risk assessments are being undertaken, covering both fire and general risks, and these will be reviewed periodically. Where necessary, practical steps will be taken to try and make the building and the cemetery as safe as possible.

Inevitably, the structure, age and listed building status of St Nicholas Chapel make it difficult or impossible to conform fully to modern rules and regulations without destroying the ethos and traditional feel of this 13<sup>th</sup> Century former church and churchyard. Thus some low level risks have to be accepted, such as the uneven floor and the various steps as well as uneven ground within the cemetery.

We therefore rely on you to please take care.

Thank you.

Chris Rigden  
Chairman, Kingsley Parish Council

April 2013

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