# Broughton Parish Council

*HEALTH & SAFETY POLICY*

###### 2021

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| Policy Number: 1.3 | Revision: B |
| Date Last Revised: | Sept 2021 |
| Date Reviewed:  | Sept 2021 |
| Next Review Date:  | Sept 2023 |

**Health and Safety Policy Statement - Summary**

The main responsibility for ensuring the health and safety of workers and for reducing risks to others affected by our work activities (including members of the public) rests with Broughton Parish Council. For this reason, we have prepared this Health & Safety Policy and the arrangements in place to put it into effect.

**Policy Statement**

As a responsible employer, Broughton Parish Councilseek through this document to carry out all statutory duties under the Health and Safety at Work etc. Act 1974, to prepare and keep revised a written statement of Health & Safety Policy and bring this to the notice of all employees. This general policy statement of health & safety is the commitment of this Company to comply with current health and safety legislation. It is the responsibility of the Parish Councillors together with the Clerk, to ensure that the working environment is safe and without significant risks to health and safety and meets the appropriate statutory requirements. It is recognised that all levels of employees have a vital role to play in the implementation and maintenance of the health and safety programme, for the premises and other locations where employees are at work.

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| This is the statement of general policy and arrangements for: Broughton Parish Council |
| Pat Hastings as chair of the Parish Council  | **has overall and final responsibility for health and safety.** |
| Christina Worswick Clerk to the Council & Michelle Howard the Community Meeting Rooms & café Manager | **have day-to-day responsibility for ensuring this policy is put into practice .**  |
| **Statement of general policy** | **Responsibility of: Name/Title** | **Action/Arrangements** |
| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace. | Michelle Howard: cottage Manager | Ensure that regular checks are carried out at all premises |
| Provide clear instructions and information, and adequate training, to ensure employees and Volunteers are competent to do their work. | Michelle Howard: cottage Manager | Maintain all signs and notices. Ensure that all supervision and appraisal meetings include discussion and/or training needs. |
| Engage and consult with employees & Volunteers on day-to-day health and safety conditions. | Michelle Howard: cottage Manager | Encourage employees to raise concerns. |
| Implement emergency procedures – evacuation in case of fire or other significant incident. | Michelle Howard: cottage Manager | Schedule regular evacuation procedures and log results. |
| Maintain safe and healthy working conditions, provide and maintain equipment, and ensure safe storage/use of substances. | Michelle Howard: cottage Manager | Carry out regular PAT on all equipment.Ensure all chemicals and other hazardous materials are stored safely. |

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

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| **Signed** |  | **Date** |  |

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| First-aid box is located | Kitchen Toll Bar Cottage |
| Accident book is located | Kitchen Toll Bar Cottage |
| HSE Posters located | Office Toll Bar Cottage |

**Cottage Risk Assessment**

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| **Hazard** | **For whom and how?** | **Measures in place** | **Further control** | **Action by** | **By when** |
| **Slips and trips** | Employees/Volunteers/Visitors Objects & spillages | Good housekeeping is carried out.All areas well lit, including stairs.No trailing leads or cables.Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately. | Report poor cleanliness/ tidiness in kitchen e.g. spills. | All usersCleaner | Ongoing |
| **Ergonomic** | Repetitive movement, manual handling and poor body positioning | Good Practice Training | Checking  | All users | ongoing |
| **Chemical** | Any hazardous substance that can cause harm to your employees | COSHH records | Checking | Manager | ongoing |
| **Biological** | Bacteria and viruses that can cause health effects, such as hepatitis, HIV/AIDS and Legionnaire’s disease. | Food hygiene TrainingHazard Analysis Critical Control Point (HACCP) | CheckingRecord keeping | ManagerManager | Ongoingongoing |
| **Fire Safety** | To prevent fires in the building or gardens and ensure staff are aware of the actions needed in an emergency | Fire safety TrainingMaintenance and testing of equipment | TrainingTesting Annual Maintenance | ManagerStaffManager | OngoingOngoing |
| **Security** | Safe custody of keysKey boxMaintenance of alarmSecurity cameras | Key registerAnnual checkAnnual Check | Keep up to date Changing passcode  | ManagerManagerManagerCllr |  |