

Health and safety policy

This is the statement of general policy and arrangements for:		Mawnan Parish Council	
Mawnan Parish Council		has overall and final responsibility for health and safety	
The Parish Clerk (currently Mrs Lisa Clements)		has day-to-day responsibility for ensuring this policy is put into practice	
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)	
Prevent accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in parish owned property and those facilities regularly used to host parish events or activities	The Parish Council aided by The Parish Clerk	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.) Risk assessment for regularly used premises are also completed.	
Provide appropriate safe systems of working, equipment provision & use and storage of materials. This may be through the provision of training or through place based Risk Assessments.	The Parish Council	Appropriate training for clerk is regularly assessed and undertaken (CIEH Level 3 & Health & Safety in the Workplace preferred). Stakeholders, staff and subcontractors given necessary health and safety induction. Contractors must provide competency certification/ licenses as part of the contract process to cover the works being specified. This includes appropriate insurances and training certificates. Specific policies are in place and regularly reviewed. Risk assessments are undertaken for placed based and regular activities	
Ensure that all equipment, materials and physical resources owned by the parish council are appropriate for the tasks required, suitably inspected and comply with Health & Safety regulations	The Parish Clerk	System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Regular assessment of equipment for necessity are made & disposals scheduled as required. Protective equipment is provided where Risk Assessments deem necessary – either by the parish council or by individual contractors	
Consult employees / users on matters affecting Health & Safety, giving high levels of commitment to Health and Safety and compliance with all statutory regulations	The Parish Council	H&S is regularly reviewed by the clerk and reported back at every Office & Finance committee meeting. An annual Health & Safety review is conducted.	
Signed: * (Employer)	L Clements - clerk	Date:	15 Nov 2022

You should review your policy if you think it might no longer be valid, eg if circumstances change. If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	The Parish Offices, c/o MS Electrical
First-aid box is located:	The Parish Offices, c/o MS Electrical
Accident book is located:	The Parish Offices, c/o MS Electrical

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

Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

Company name: Mawnan Parish Council

Date of risk assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Manual handling of office equipment etc	Staff risk injuries or back pain from handling heavy/bulky objects	<ul style="list-style-type: none"> ■ Remind staff that they should not try to lift objects that look or appear too heavy to handle. ■ Suitable storage used. 	<ul style="list-style-type: none"> ■ Appropriate methods for transporting loads to be used. Nothing to be stored above head height – steps used if unavoidable 	Clerk	Ongoing	Yes
Lone working	Staff could suffer injury or ill health while out of the office, e.g site visits or while working alone in the office.	<ul style="list-style-type: none"> ■ clerk to calendar visits wherever possible. ■ for short time visits during working day details to be left with MS Electrical staff for safety & mobile taken. ■ Any visits taken before/after working hours to be recorded & if possible regularised. 	<ul style="list-style-type: none"> ■ clerk to make Chair aware if out of office for meetings etc. ■ Staff @ MS Electrical to be made aware of daily ins & outs 	clerk	Ongoing	Yes
Stress	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	<ul style="list-style-type: none"> ■ Staff understand what their duties and responsibilities are. ■ Staff can talk to councillors if they are feeling unwell or at ease about things at work. 	<ul style="list-style-type: none"> ■ Remind staff that they can speak to councillors / seek CALC advice on any aspect of work 		Ongoing	Yes
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> ■ General good housekeeping. ■ All areas well lit ■ No trailing leads or cables. ■ Staff keep work areas clear ■ Offices regularly tidied. 	<ul style="list-style-type: none"> ■ Keep offices tidy – remove waste materials whenever possible. 	All staff/ visitors to monitor	Ongoing	partly
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	<ul style="list-style-type: none"> ■ Working with landlord, fire risk assessment done, see www.fire.gov.uk/workplace+safety/ and necessary action taken. 	<ul style="list-style-type: none"> ■ Ensure the actions identified as necessary by the fire risk assessment are done. 		Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	<ul style="list-style-type: none"> ■ Staff trained to spot and report any defective plugs, discoloured sockets or damaged cable/ equipment. ■ Defective equipment taken out of use safely and promptly replaced. ■ No own appliances, toasters, fans etc. brought in 	<ul style="list-style-type: none"> ■ Ask landlord when the next safety check of the electrical installation will be done.(Sept 22) ■ Confirm with landlord the system for making safe any damage to building installation electrics, eg broken light switches or sockets. 	Karen @ MS Electrical	As appropriate	yes
Display screen equipment	Staff risk posture problems and pain, discomfort or injuries, eg to their hands/arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor.	<ul style="list-style-type: none"> ■ DSE training and assessments of workstation carried out. Any actions to be carried out asap. ■ Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. ■ Work planned to include regular breaks or change of activity. ■ Lighting and temperature suitably controlled. 	<ul style="list-style-type: none"> ■ monitor to ensure staff continue to get breaks away from the computer. ■ Check that identified actions from self assessments are followed up ASAP. ■ carry out regular DSE assessment on laptop to avoid problems and identify any issues. 	Clerk	Ongoing As appropriate	yes

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>.