

## Health and Safety Policy

### 1. General Statement of Policy

Great Missenden Parish Council is committed to providing a **safe and healthy environment** for employees, councillors, contractors, and members of the public. We will ensure that:

- Safe and healthy **working conditions** are maintained.
- Appropriate **equipment and systems of work** are in place.
- Employees and councillors receive **adequate information, instruction, training, and supervision** to carry out their roles safely.

The Council will **review this policy as required**, ensuring it remains relevant.

### 2. Responsibilities

#### 2.1 Overall Responsibility:

The ultimate responsibility for health and safety lies with **Great Missenden Parish Council**, which will ensure compliance with the **Health and Safety at Work etc. Act 1974**, associated regulations, and the **Occupiers' Liability Act 1957 & 1984**.

#### 2.2 Clerk's Responsibilities:

The **Parish Clerk** is responsible for:

- Implementing and monitoring this policy.
- Ensuring that employees, councillors, and contractors understand their responsibilities.
- Keeping **health and safety records up to date**.

#### 2.3 Employee and Councillor Responsibilities:

- Employees and councillors must **take reasonable care** of their own health and safety and that of others who may be affected by their actions.
- Any **health and safety hazards or concerns** must be reported to the **Clerk** immediately.

### 3. First Aid

3.1 A **First Aid box** is available at the Parish Council office.

3.2 It is the responsibility of the **Clerk/Deputy Clerk & Parish Warden** to ensure that the First Aid box is properly stocked and maintained.

3.3 Any accident, no matter how minor, must be **reported and recorded** in the **Accident Record Book**.

#### **4. Reporting and Recording Accidents**

- 4.1 The **Accident Record Book** is maintained in the **Parish Council office**.
- 4.2 Employees and councillors must report **all accidents and near misses** to the **Clerk**, who will ensure they are properly recorded.
- 4.3 Any serious accident or injury will be reported in accordance with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**.

#### **5. Fire Safety**

- 5.1 **Fire risk assessments** will be carried out for all Council-owned buildings and reviewed **regularly**. The Memorial Centre carries out its own assessments.
- 5.2 Fire extinguishers, alarms, and emergency exits will be **regularly inspected and maintained as required**.
- 5.3 **Fire evacuation procedures** will be displayed in all relevant locations.
- 5.4 **Smoking and the use of e-cigarettes** are prohibited in all Council-owned buildings.

#### **6. Training**

- 6.1 The **Clerk** is responsible for ensuring that all employees receive **appropriate health and safety training**.
- 6.2 New employees and councillors will be provided with a **copy of this Health and Safety Policy**.

#### **7. Risk Assessments**

- 7.1 The Council will carry out a **risk assessment annually** for its premises, land, and activities. Additional assessments will be conducted if new risks arise.
- 7.2 All **contractors working on behalf of the Council** will have adequate health and safety procedures in place.

#### **8. Personal Safety of Staff and Councillors**

- 8.1 Employees and councillors must take reasonable care of their **own safety** and follow procedures to ensure safe working practices.
- 8.2 **Lone Working:**
  - Employees working alone in the **Parish Office** must ensure **all doors are locked**.
  - When working away from the office, employees should **carry a mobile phone** at all times.
  - Councillors and employees should inform **a colleague or family member** of their whereabouts when working alone.

### 8.3 Meetings with the Public:

- Meetings should be **by appointment only** and, where possible, held in **public locations**.
- The **Chairman and Clerk** should be notified of any scheduled meetings with the public.

### 8.4 Handling Abusive Behaviour:

- Any **threatening or abusive behaviour** towards employees or councillors must be reported immediately.
- Support will be provided to affected individuals.

### 8.5 Safety at Evening Meetings:

- The **Chairman** is responsible for ensuring that **no staff members are left alone** at the venue after a meeting.
- The Chairman must ensure that the premises are **securely locked** before leaving.

## 9. Use of Equipment and Facilities

9.1 All equipment provided by the Parish Council must be **regularly inspected and properly maintained**.

9.2 Employees and councillors must **report any defective equipment** to the **Clerk** immediately.

## 10. Contractors and Third-Party Workers

10.1 Contractors must comply with the Council's **Health and Safety Policy** and provide their **own risk assessments and method statements** before undertaking any work.

10.2 The Council will ensure that contractors hold **appropriate insurance and qualifications**.

## 11. Review and Monitoring

11.1 This policy will be **reviewed regularly**.

Date of adoption:

10.02.2025