



# **Queen Camel Parish Council Health and Safety Policy**

**Adopted 20th March 2023**

## **1. Introduction**

This policy sets out the general principles and approach that Queen Camel Parish Council (QCPC) will follow in respect of Health and Safety legislation for the activities for which the Council is responsible.

It is the responsibility of all councillors and employees of the council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.

## **2. Policy Statement**

QCPC believes that Health & Safety performance is an integral part of the efficient and cost-effective discharge of its duties and is fully aware of its responsibilities under the "Health & Safety at Work etc. Act 1974". The Parish Council therefore intends to meet those responsibilities as far as is reasonably practicable by incorporating good health & safety management within all its operations.

The objective of the Parish Council policy is to minimise risks to health, safety and welfare of its employees, voluntary workers, general public and others affected by its activities and to minimise risks to the environment. All reasonable measures will be taken to ensure that a safe working and community environment is created.

## **3. Aims**

The policy's aim is to provide as far as is reasonably practicable:

- A safe place and a safe working environment for councillors, employees and volunteers who conduct activities on behalf of QCPC.
- Safe facilities for the use of the residents and the wider public.
- Maintain a record of any accidents/incidents that occur.

## **4. QCPC/Councillor's responsibilities:**

- 4.1 QCPC will identify activities to be conducted by volunteers, employees and councillors that fall within the scope of the Health and Safety Policy and require a Risk Assessment to be completed.
- 4.2 For all such activities to be conducted on behalf of QCPC, a 'lead' councillor will be identified. For activities relating to the clerk, the lead councillor will be the Chair of the council.
- 4.3 All work activities will be required to be properly assessed for risk, and where necessary appropriate measures taken to eliminate or minimise the risk of harm so far as is reasonable practicable. The 'lead' councillor, for a Parish Council activity, will prepare a Risk Assessment, using the QCPC Risk Assessment tool and Risk Assessment template. This will be presented initially to the Finance and Risk Committee and then to QCPC for adoption.

- 4.4 The 'lead' councillor will be responsible for ensuring that those performing the Council activity are aware of their responsibilities under this policy.
- 4.5 The 'lead' councillor will have responsibility for coordinating the activity. Any concerns about the relevant Risk Assessment or any injuries/near misses reported to them will be reported to the next full QCPC meeting to ensure they are recorded, investigated and that the Risk Assessment/Policy is reviewed to ensure lessons are learned and appropriate action is taken.
- 4.6 QCPC will provide appropriate training and equipment considered necessary for the safe completion of the tasks required for each identified activity.
- 4.7 All accidents that occur on QCPC premises and/or whilst Council duties are being performed will be recorded within the Accident Record (Book held in the Pavilion with computer copy held with the Clerk). Each reported incident will be investigated and reported to the next available QCPC meeting to identify issues and implement actions to prevent a reoccurrence if possible.
- 4.8 The policy and relevant Risk Assessments will be accessible to the Public.
- 4.9 The Health and Safety Policy and all Risk Assessments will be reviewed annually or whenever a review is necessary (point 5 above).

## **5. Responsibilities of employees, volunteers and councillors engaged in QCPC activities responsibilities:**

- 5.1 To take responsibility for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst performing work on behalf of QCPC.
- 5.2 To be aware, understand and comply with the Health and Safety Policy and the relevant Risk Assessment for the task that they are undertaking on behalf of QCPC.
- 5.3 If they have concerns as to the provisions of the Risk Assessment or do not feel sufficiently competent/physically fit to conduct the work, then they are to inform the relevant 'lead' councillor and not to cease any further involvement in the activity until the issue/s are addressed.
- 5.4 To undertake any identified and required training considered necessary, or ensure they follow the direction of someone suitably trained, in order to that the task/s are completed safely and in compliance with this Policy.
- 5.5 Carry out their duties in a way that does not adversely affect their own health and safety and that of others and to ensure that personal protective equipment is used at all times.
- 5.6 Report any accidents, near miss or hazardous incidents, or any health and safety problems that arise, to the identified 'lead' councillor, as soon as is reasonably practicable and within 24 hours.
- 5.7 Volunteers under 18 years of age will be required to have written (email to 'lead' councillor or clerk) consent of a parent/guardian consenting to them performing the activity and stating they are considered medically and physically fit enough to do so. Where appropriate the young person will be accompanied by a responsible adult (as arranged by the parent) and QCPC reserve the right not to allow a young person from continuing with the activity.

5.8 To treat all persons that come into contact during the activity, with dignity and respect, ensuring the image and reputation of QCPC is not adversely affected whilst performing the activity on their behalf.

## 6. QCPC Risk Assessment tool

QCPC seek to implement an effective and consistent general risk assessment procedure with all activities conducted on behalf of QCPC. Each activity will be reviewed, and all potential hazards identified within the QCPC risk assessment template. Each hazard will be assessed using the below scoring system (1-3) as to the likelihood of an incident happening and the injury potential should it occur. Using the Risk Assessment Matrix and overall risk potential will be identified (Low, Medium or High).

Having identified the Risk Potential, actions and control measures will be detailed that will be put in place in order to eliminate or minimise the risk of harm as far as is reasonably applicable.

Where it is not possible to reduce the risk to a reasonable and appropriate level, then QCPC must consider the feasibility of continuing any such activity.

## 7. Risk Assessment Matrix

		Injury potential		
		Minor (1) (Requiring first aid e.g. cuts and grazes)	Significant (2) (Requiring further medical assistance e.g. ambulance/ hospital)	Serious (3) (Major physical injury such as paralysis, loss of limb or even death)
Incident probability	Unlikely (1)	Low Risk	Low Risk	Medium Risk
	Possible (2)	Low Risk	Medium Risk	High Risk
	Very likely (3)	Medium Risk	High Risk	High Risk