



**LISS PARISH COUNCIL**  
**HEALTH AND SAFETY POLICY**

**General Statement**

Liss Parish Council recognises its responsibilities as an employer to provide a safe and healthy environment for all its employees, Members, contractors, voluntary helpers, and members of the public who may be affected by the activities of the Council or users of its services.

Liss Parish Council is committed to meeting its responsibilities as an employer under the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999.

When appropriate, the Council will seek expert advice on Health and Safety matters.

**Aims of the Health and Safety at Work Policy**

To provide, as far as is reasonably practicable:

- A safe place of work and a safe working environment.
- Sufficient information, instruction and training for employees, Members, contractors, and voluntary helpers to carry out their work safely.
- Care and attention to the health and safety and welfare of employees, Members, contractors, voluntary helpers, and members of the public who may be affected by the Council's activities.

**Arrangements and Responsibilities**

***Employer responsibilities***

As the Council's Safety Officer, the Clerk will:

- Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly.
- Make effective arrangements to implement the Health and Safety at Work Policy.
- Ensure that matters of Health and Safety are recorded and reported to Council or the relevant Committee.
- Ensure Display Screen Equipment (DSE) Regulations are adhered to for office-based staff.
- Ensure manual handling guidelines are adhered to by employees.
- Ensure that electrical fixed and portable equipment and electrical installations are inspected and tested by competent authorities.
- Ensure that regular risk assessments are carried out of working practices and assets, and steps are taken to minimize or negate the risks associated with such work.
- Maintain records of risk assessments and ensure that Safe Working Procedures based on risk assessments are produced and complied with by contractors and volunteer helpers.
- Ensure that any protective clothing and equipment identified in risk assessments is provided and worn.

- Make effective arrangements to ensure that contractors or voluntary helpers working for the council comply with all reasonable Health and Safety at Work requirements.
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified injuries, diseases and dangerous occurrences (near misses) and complete the necessary reporting procedure in line with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). If an accident or hazardous incident does occur, take immediate action to prevent a recurrence or further accident.
- Ensure that all equipment used by employees is regularly maintained and serviced.
- Ensure that LPC and any contractors employed have adequate and appropriate insurances in place.

### ***Employee, contractor, Member, and volunteer responsibilities***

All employees, contractors, Members and voluntary helpers are required to familiarise themselves with the LPC Health and Safety Policy and work instructions for Health and Safety. They are required to:

- Take reasonable care of their own Health and Safety, use appropriate personal protective clothing and, where appropriate, ensure the appropriate First Aid materials are available.
- Take reasonable care for the Health and Safety of other people who may be affected by their activities.
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
- Not misuse any plant, equipment, tools, or materials which cause risks to Health and Safety.
- Report any accidents or hazardous incidents to the Clerk.
- Undertake any training required by LPC relating to health and safety.
- Not be under the influence of alcohol, intoxicating drugs/medications or banned substances when carrying out work for the Council.

### **Third Party Contractors/Organisations**

All contractors will be given a copy of the LPC Health and Safety at Work Policy.

Contractors accepting a contract from LPC shall be deemed to have agreed to comply with the following requirements:

- Contractors are to ensure that hazards are identified, and measures taken to provide safe working conditions, through a Permit to Work if applicable.
- Contractors will supply, and ensure that their employees, wear and use adequate protective equipment.
- Contractors and their employees will conform to their legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974.
- All equipment, plant machinery and apparatus used is safe and without risk to safety and health and are maintained to a standard that will not constitute an offence under the Act.
- LPC will retain the right to stop any works and equipment if it is considered that there is a hazard to the health and safety of employees or members of the public.
- Contractors should provide that appropriate insurance is in place. LPC will be indemnified by the contractor or their insurers in respect of any claims, costs or expenses arising from any incidents.
- LPC may notify an inspector, appointed under the Authority of the Act, of any breach of the regulations.

## **Training**

The Parish Council will ensure that appropriate safety training will be undertaken as follows:

- At induction – to be repeated at regular intervals if required.
- On the introduction of new machinery.
- If working practices change.
- When new or additional risks are identified after a risk assessment.

## **Equipment and open spaces used by the public**

LPC is aware that damage may be caused by vandalism, misuse, and general wear. Any defects noted on inspection should be reported to the Clerk for maintenance, repair, or replacement.

### ***Buildings***

A risk assessment will be prepared considering the use and layout of any LPC maintained building. Fire risk assessments will be carried out for each building under the control of LPC on an annual basis by an authorised contractor, and findings implemented. Consideration will be given to access and, in case of emergency, the safe exit from, buildings for which the Council may be responsible. Weekly/monthly caretaker checks will take place on LPC owned buildings, e.g., to emergency exits, fire extinguishers, fire alarms, first aid kits, legionnaire minimization, etc.

### ***Equipment***

Benches, handrails, notice boards, play equipment, machinery and other equipment and fittings for which the Council has responsibility will be subject to regular inspections and risk assessments.

### ***Open Spaces***

Playing fields, play parks, and any other open spaces which are owned or are the direct responsibility of LPC will be subject to regular inspections/risk assessments to ensure, within reason, that they are safe.

### ***Trees***

LPC will carry out regular general and professional tree inspections on its land – see LPC Tree Management Policy.

### ***Allotments***

LPC allotment sites are covered by the LPC Health and Safety Policy. Allotment holders have a duty of care to other allotment holders and any members of the public who may be on site.

They should ensure that:

- there are no obstructions of paths.
- tools and other equipment are used carefully with due regard to the safety of others and are not left unattended on shared pathways or other communal areas or left in a way that may cause accident or injury.
- no hazardous chemicals or unauthorised substances are brought on to site.
- any allowed structures are solidly built and will not collapse.
- anyone using mechanical equipment or garden machinery complies with the safety instructions.

### **Risk assessments/equipment inspections**

Risk assessments will be carried out by members of the Council assisted by, or in collaboration with, outside bodies, having regard to official codes of practice and guidance, e.g., from the Health and Safety Executive.

### **Lone working**

In a variety of situations LPC employees undertake work alone when carrying out their normal duties. LPC will ensure (as far as is reasonable and practical) that such employees are not exposed to unnecessary or excessive risk. Further details can be found in the LPC Lone Working Policy.

### **Control of Substances Hazardous to Health Regulations 2002 (COSHH)**

Hazardous chemicals, e.g. industrial weedkillers, must not be used or stored on LPC owned land. Less hazardous chemicals such as domestic standard cleaning agents, weedkillers and paint is permitted, but all involved in their use are required to read and comply with manufacturers' instructions and use personal protective equipment (e.g. gloves, goggles, etc). All hazardous substances will be stored in accordance with COSHH guidance in a COSHH box and be logged on a COSHH register.

### **Plant, equipment, and tools**

All plant and powered equipment/tools used by employees and volunteers must be owned, stored, and maintained by LPC as a condition of its insurance.

### **First Aid**

There are first aid boxes in the Parish Office, Liss Village Hall, and the Pavilion at West Liss Recreation Ground. These are subject to monthly checks to ensure supplies are in date and replenished when required. A defibrillator is kept at the Pavilion at West Liss Recreation Ground.

### **Monitoring and review**

*Approved by Liss Parish Council on 18<sup>th</sup> December 2023.*

*To be reviewed 2026.*