



## **NEWICK PARISH COUNCIL**

### **HEALTH and SAFETY POLICY AND PROCEDURES**

#### **POLICY**

#### **PURPOSE**

This Health and Safety Policy has been written in compliance with the Health and Safety at Work etc Act 1974 to provide a clear statement of intent with respect to health and safety.

#### **POLICY STATEMENT**

The aim of this Policy is to provide and maintain a healthy and safe working environment and to ensure the following:

- A safe place is provided to hold meetings
- Arrangements are in place to ensure the safety of all personnel
- Safe working practices are identified and implemented
- Hazards and security are assessed and addressed
- The roles and responsibilities of employees, contractors, users and visitors are clear
- Personal responsibility for safety is identified

Health and safety will be regularly reviewed and actions taken to improve safety procedures and systems as appropriate.

#### **SCOPE**

This Policy extends to all of the Parish Council facilities namely:

- Sports Pavilion
- The Recreation Grounds/Playing Fields/Play Equipment
- The Scout Hut which is leased by 1<sup>st</sup> Newick Scout Group
- Public Open Spaces
- Village Hall as Custodian Trustees only
- Parish Office

#### **RESPONSIBILITIES**

The Parish Council has responsibilities in relation to health, safety and security associated with the above. In addition leaders of groups and organisations using the facilities have a responsibility to comply with this Policy and associated health and safety procedures and guidelines.

Individuals will be made aware of their roles and responsibilities, with the aim of ensuring that there is a commitment to maintaining a positive approach to health and safety.

##### **The Parish Council**

The Parish Council is responsible for ensuring that health and safety issues are routinely addressed by the Council and that risks are minimised.

The Council in addition is responsible for ratifying the Health and Safety Policy and ensuring that the Policy is regularly reviewed and formally revised as appropriate.

##### **The Village Hall Management Committee**

The Village Hall Management Committee has overall responsibility for ensuring the implementation of a Health and Safety Policy specific to the Village Hall. The Village Hall Management Committee is also responsible for ensuring that appropriate competent personnel are appointed to undertake specific responsibilities for health and safety in compliance with its Policy. The Parish Council have the responsibility, as Custodian Trustee, to see that such a policy is in place and reviewed annually.

##### **The Sports Pavilion – Sports Pavilion Charitable Trust**

The Sports Pavilion Charitable Trust has overall responsibility for ensuring the implementation of a Health and Safety Policy specific to the Sports Pavilion. The Management Committee is also responsible for ensuring that appropriate competent

personnel are appointed to undertake specific responsibilities for health and safety in compliance with its Policy.

The Committee's Chairman has overall responsibility for monitoring the application of its Health and Safety Policy and for the control of procedures and guidelines as directed by the Committee. The Chairman has responsibility for ensuring that the requirements of the Health and Safety Policy are implemented for the Sports Pavilion complex and that appropriate procedures and guidelines are in place to ensure the health and safety of personnel and that such policies and procedures are reviewed on an annual basis.

### **Scout Hut**

1<sup>st</sup> Newick Scout Group has overall responsibility for ensuring the implementation of a Health and Safety Policy specific to the Scout Hut. 1<sup>st</sup> Newick Scout Group is also responsible for ensuring that appropriate competent personnel are appointed to undertake specific responsibilities for health and safety in compliance with its Policy. The Parish Council has the responsibility, under the terms of the lease, to see that such a policy is in place and reviewed annually

### **Employees**

Employees are required to familiarise themselves with the Parish Council's Health and Safety Policy, procedures and guidelines. Additionally they must take reasonable care for the health and safety of themselves and others that may be affected by their actions.

### **Contractors**

Contractors must be given information on and be required to comply with the Parish Council's Health and Safety Policy, procedures and guidelines as appropriate.

Contractors must:-

- ensure that their activities comply with current Health and Safety Legislation.
- take reasonable care for the health and safety of themselves and others that may be affected by their actions.

## **SITE EMERGENCY PROCEDURES**

### **1. Fire**

#### **In the event of discovering a fire:**

- Immediately raise the alarm by shouting "FIRE" ensuring that all users have heard the alarm.
- Ensure that the area is evacuated by the nearest safe exit route.
- Contact the fire brigade by telephoning 999
- Only tackle the fire if it is safe to do so and equipment appropriate to the type of fire is available.
- Ensure you maintain a safe exit route and leave as quickly as possible.

#### **In the event of hearing a fire alarm:**

- Where possible switch off electrical equipment (outside lighting)
- Do not delay to collect personal items
- Report to the assembly point
- Keep car park free for emergency vehicles
- Group Leaders and or Hirers are to carry out a role call of their groups
- Report if any of your group is missing to an appropriate person in charge
- Do not re-enter until the all clear is given

### **Other Site Emergencies (gas escape, flood, etc)**

In the event of other site emergencies, follow the direction given by the group leader

- Switch off electrical equipment if safe to do so
- Collect personal items only if safe to do so
- Evacuate in an orderly fashion by the nearest exit route
- Report to the assembly point

- Keep the car park free for emergency vehicles
- Group leaders are to carry out a role call of their groups
- Report if any of your group is missing to the Group Leader or an appropriate person in charge
- Do not re-enter until the all clear is given

## **FIRST AID AND ACCIDENT PROCEDURES**

### **1. In the Event of requiring First Aid**

- If you require first aid and are unable to carry out first aid yourself, contact one of your group leaders or call an ambulance
- When using first aid equipment ensure you take appropriate precautions.
- If using first aid equipment in the Sports Pavilion, details must be recorded in the accident book, which is located in the kitchen at the Sports Pavilion adjacent to the first aid box.
- In the event of a serious injury requiring more than first aid phone 999 and ask for the ambulance service.

#### **Actions Post Incident**

- In the event of a serious injury the Clerk of the Council must be informed
- Personnel are required to assist the Parish Council in investigating any serious incident.

### **2. In the Event of An Accident**

- In the event of injury see the procedure for First Aid as appropriate
- Ensure that any hazards that have caused the accident are removed to a safe location.
- If it is necessary to warn others of a hazard use warning cones (next to Community Centre) or tape (located inside the Sports Pavilion).
- In the event that a hazard cannot be made safe or warning cones are inadequate, ensure that personnel are restricted from the area of the hazard.
- All accidents in the Pavillion must be recorded in the accident book, which is kept in the kitchen of the Sports Pavilion adjacent to the first aid box.

#### **Actions Post Accident**

- In the event of a serious accident the Clerk of the Council or other appropriate officer must be informed.
- Personnel are required to assist the Parish Council in investigating any serious incident
- Appropriate measures will be taken to ensure that wherever possible hazards are removed to minimise the likelihood of similar accidents occurring.

## **SECURITY PROCEDURE**

### **1. General**

Security of the facilities will be managed by appropriate Management Committee Officers.

### **2. Personal Security**

- Ensure you are familiar with the Council's Emergency Procedures.
- Be aware of emergency exit routes.
- If using the facilities when others may not be around, ensure that someone is aware where you will be and what time you intend to return.
- Take care to ensure the security of children under your control and give consideration to those with a disability or mobility issues.

### **3. Security of Belongings**

- Ensure you take care of your personal belongings.
- Do not leave objects where they may cause a tripping or other hazard to others.

### **4. Security of Vehicles**

- Ensure that vehicles parked on the Sports Pavilion / Community Centre car parks are parked in designated areas only.
- Do not block the gateway to the King George V Playing Field or the entrance to the slip road adjacent to the Community Centre in case access is required for emergency vehicles.
- Do not block the entrance to the Sports Pavilion.

- Lock vehicles and do not leave valuables in unattended vehicles.

## **GENERAL SAFETY PROCEDURE**

### **1. General**

- Ensure that you take reasonable care for the health and safety of yourself and others who may be affected by your actions.
- Ensure you are familiar with the Council's Emergency Procedures.
- Be aware of emergency exit routes and ensure that routes are kept clear.
- Be aware of the location of the first aid box.

### **2. Use of Equipment**

- Be sensibly dressed for the particular task being carried out.
- Use correct lifting procedures, particularly when lifting heavy objects.
- If moving heavy or awkward objects ensure sufficient people are available to assist to ensure safety.
- Ensure that you are familiar with the safe use of equipment before using it.
- Check all electrical equipment before use; do not use if there are signs of damage.
- When using electrical equipment, switch off at the mains if there are signs of overheating or the equipment is noisy when running.
- If any equipment is defective, attach a 'do not use notice' and report the defect by informing the appropriate person(s) as soon as possible.

### **3. Risk Assessments**

Written risk assessments must be produced for all activities where there may be significant risks to health and safety.

Examples of activities where risk assessments will be required are:

- Working at heights
- Using substances that may be hazardous to health
- Certain repair and maintenance activities
- Fun Day Events

**Reviewed and approved 14/10/2024**

Signed: .....  
Chairman  
Newick Parish Council