FULL SUTTON & SKIRPENBECK PARISH COUNCIL
HEALTH AND SAFETY POLICY

Introduction to the Policy

The policy applies to all staff, volunteers, Parish Councillors and the general public. The policy has been drawn up in response to and in accordance with the Health and Safety at Work Act 1974. Full Sutton & Skirpenbeck Parish Council is aware that it has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice for all staff, volunteers, Parish Councillors and the general public.

The Parish Council will, so far as is reasonably practicable, pay particular attention to:

1. The provision and maintenance of equipment and systems of work and ensure they are in a fit and safe state
2. Involving and motivating staff and volunteers in health and safety matters
3. Controlling situations which may threaten life, health or property
4. The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work

The Procedure

The Parish Council is responsible for safety in the parish area and will monitor the policy; it will be reviewed annually. The Parish Councillors will ensure that sufficient resources are available to provide any health and safety equipment, personal protective equipment, training in manual handling where appropriate, and the provision of eye tests for those who habitually use display screen equipment. Information and training for staff, Parish Councillors and volunteers will be provided, as far as is reasonably practicable, to achieve and maintain a high standard of safety.

The Safety Officer – (Parish Clerk), whose responsibilities cover maintenance of safety records, investigation of accidents, providing accident statistic and keeping a watching brief on changing safety legislation. He/she will report directly to the Parish Council and they will also, with a view to prevention of future occurrences, carry out full investigations of accidents.

All staff and volunteers have a responsibility to do everything they can to prevent injury to themselves, their colleagues and others affected by their actions or omissions at work. They are expected to follow the Parish Council's procedures in particular, to report any incidents that have or may have led to injury or damage.

All staff and volunteers should ensure that they use any equipment provided in accordance with training that they have received. They should report any serious or imminent danger and any shortcomings that they see in the protection arrangements, to their Manager or Safety Officer.

Violence at Work

Violence at work can be defined as:

"any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment" (The Health and Safety executive leaflet 'Violence to Staff', 1990).

This may also include any form of verbal abuse, any form of harassment due to any of the discriminations identified within the Parish Council's Equality and Diversity Policy, as well as any other threatening behaviour and physical attack.

The Parish Council is committed to ensuring the personal safety of its staff and volunteers while they are within the working environment. Staff and volunteers are required to:

1. Follow the procedures set out with regard to personal safety.

2. Report any incident which comes under the definition above.
3. To report any incident where there was a feeling of threat.

Accidents

In the event of an accident all staff and volunteers must report full details to their Line Manager or Safety Officer as soon as possible.

Electrical Equipment

Electrical equipment is normally safe, provided it is properly installed and regularly inspected and care is taken.

VDU Users

An assessment will be made of any workstation provided by the council to ensure that there is adequate light, seating, screen protection, foot rests and support for typing.

Control of Substances Hazardous to Health (COSHH)

Hazardous substances will be identified and, if possible safer alternatives will be found. If this is not possible, then substances will be labelled and stored safely.

Manual Handling

- Do not lift objects which pose undue strain
- Always check the load before moving it
- Avoid the need for handling wherever possible
- Always use appropriate aids
- Do not attempt to lift alone if two people are more appropriate
- Training will be provided for staff and volunteers when necessary

Monitoring and Reviewing

Full Sutton & Skirpenbeck Parish Council is committed to ensuring safe working conditions for all staff and volunteers. The Safety Officer is responsible for monitoring these procedures on a regular basis.

On behalf of Full Sutton & Skirpenbeck Parish Council, we, the undersigned, will oversee the implementation of the Health and Safety Policy and take all necessary steps to ensure it is adhered to:

Approved by Full Sutton & Skirpenbeck Parish Council on the 20th October 2025