



HEALTH & SAFETY POLICY

GENERAL

Locking Parish Council recognises the need to promote health and safety in all areas in order to achieve improved standards and safe methods of work. It is the Council's policy to take all steps within its powers to prevent personal injury, health hazards and damage to property. It is also the Council's policy to extend this protection to all its staff, visitors and users who hire the Council's facilities within the village. All employees should make themselves familiar with the terms and conditions set out in this Policy and endeavour to carry them out at all times. The Council will carry out a Health & Safety Audit on an annual basis.

In order to substantiate these aims, it is recognised that all problems and hazards associated with any of the following should be brought to the attention of the Council via the Clerk, or in her absence, the Chairman of the Council.

Areas for attention:

- 1 Plant, equipment and systems of work;
- 2 Handling and storage or transportation of articles and substances;
- 3 The supply of adequate information, instruction, training or supervision to staff and members of the public;
- 4 The place of work or access to it and the working environment;
- 5 The provision of protective clothing/equipment for the safe use and handling of machinery and substances;
- 6 Welfare facilities.

Standards to be maintained:

It is important that all staff and other visitors must adopt the following standards of working in accordance with the Act;

- 1 To work safely and efficiently;
- 2 Not to misuse any machine or substance;
- 3 To use the approved protective clothing and equipment;
- 4 To report any defect in any machine, accessory or electric cabling;
- 5 To comply with all instructions issued for their safety and to adhere to correct procedures including the use of safety equipment and protective clothing;
- 6 To take reasonable care for the health and safety of other persons who may be affected by their acts or omissions at work.

VIOLENCE IN THE AREA:

The Council has a 'Zero Tolerance' Policy in connection with any violence in the work place and any matters of concern reported to the Council will be viewed seriously.



LOCKING PARISH COUNCIL



The Village Hall, Grenville Avenue, Locking, BS24 8AR
Telephone 01934 820786 E-Mail:- lpcclerk@talktalkbusiness.net

SAFETY - ACCIDENTS, INJURY AND FIRST AID:

- 1 All injuries should be recorded in the Accident Book (produced with Health & Safety in mind) which is located in the Kitchen and a copy should be provided to the Clerk for central filing.
- 2 Any serious or major injuries or incidents should be reported immediately to the Chair person of the Village Hall via the Clerk if available or alternatively by telephone (number on the Hall Notice Board).
- 3 A suitably equipped first aid box is also located in the Kitchen. An annual audit should be carried out of the equipment contained in the First Aid Box but it is imperative that any item which is used, *should be replaced* immediately.
There is a separate Policy for the Prevention of Fire, but it should be NOTED THAT THE BUILDING HAS BEEN DESIGNATED A 'NO SMOKING' AREA.

SECURITY:

- 1 The Office area of the building has its own internal alarm fitted, and should the alarm be alerted when the Clerk is not in the office, then other users of the Hall should be extremely vigilant and notify the Chairman of the Council if necessary.
- 2 All users of the Village Hall should endeavour to leave the building in a safe and secure position after use – by checking all windows are clearly shut and all doors locked.

EQUIPMENT:

- 1 The Council ensures that all its electrical equipment is checked for safety on an annual basis, but any faults within electrical equipment should be notified to the Clerk immediately, for attention.
- 2 All users of equipment should endeavour to use the items in a safe manor, with no hazards which could cause damage or danger to the equipment or its users.
- 3 Users of the Hall and visitors are reminded that they should not touch any control switch located on or around the boiler in the kitchen, or the thermostat switch on the Hall wall. The emergency lantern which is provided in the kitchen for emergencies should be kept attached to the plug with the switch left to ON. This should be the only switch which is visibly left on – all other switches should be switched off after use.
- 4 The Piano The piano is located on the stage and should not be moved by any person and no attempt should be made to move it off the stage.