

Policy

Health & Safety Policy

This Procedure is a document that sets out the organization's approved and agreed practices. Any deviation must be discussed with the originating author.

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6	Annexes	Addition of risk assessments	Oct 24
7	Annex D	Addition of Billinghay Times Delivery risk assessment	Apr 25

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1. DOCUMENT CONTROL SHEET

Purpose of document:	To detail the Parish Councils health and safety intent and the responsibilities of all parties concerned.
Dissemination:	This policy will be disseminated to all staff and council members and be made available on the parish website
Implementation:	This document will be accessible via the parish council website and is applicable to all staff and council members.
Review:	This document will be reviewed in 2026 unless there are significant changes in legislation or practice in which case it will be reviewed earlier.
Documents replaced or superseded by this document:	Nil
This document supports (enter Standards and Legislation:	The Health and Safety at Work etc. Act 1974 Management of Health & Safety at Work Regulations 1999 The Safety Representatives and Safety Committees Regulations 1997 The Health and Safety (Consultation with Employees) Regulations 1996 Managing for Health & Safety HSE HSG65
Key related documents:	Nil
Financial Implications:	This document has no financial implications for the Billingham Parish Council.
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3. Introduction

a. Billinghay Parish Council (hereafter referred to as the council) recognises that the maintenance of a safe place of work and safe working environment is critical to the continued success of the Council. Accordingly, we view our responsibilities for health and safety as very important alongside our other organisational responsibilities. The Council requires all employees, Councillors and others who may be affected by council activities to equally accept their responsibilities as part of the development of a true safety culture. The Council aims to ensure the achievement of high standards in relation to the provision of our health and safety arrangements.

b. The management of health and safety is an integral part of everyone's role. All employees, Councillors and others who may be affected by council activities are required to adopt the approach laid out in the Management of Health and Safety at Work Regulations 1999. These state the need for hazard identification, risk assessment and the implementation of control strategies aimed at reducing accidents, injuries and ill health.

c. The requirements of the Health and Safety at Work etc Act 1974 and other legislation and guidance will form part of the minimum standards to be achieved by the Council. The Council will aim to:

- i. Prevent accidents and cases of work-related ill health.
- ii. Manage health and safety risks in our workplace.
- iii. Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.
- iv. Provide personal protective equipment as required.
- v. Consult with our employees on matters affecting their health and safety.
- vi. Provide and maintain safe plant and equipment.

- vii. Ensure safe handling and use of substances.
- viii. Maintain safe and healthy working conditions.
- ix. Implement emergency procedures, including evacuation in case of fire or other significant incident.

4. Responsibilities of the Council

- a. All employees and Councillors are reminded of their statutory duty to take reasonable care for the health and safety of themselves and others who may be affected by their actions. This includes co-operating with arrangements and procedures introduced in the interests of health and safety and not interfering with or misusing anything provided in the interests of health and safety.
- b. The Council has the ultimate responsibility for ensuring that it fulfils its legal responsibilities, that the Policy's objectives are achieved and that effective management is in place to secure its implementation and review as appropriate. To these ends delegated authority is given to the Parish Clerk to ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements on an operational basis.

5. Responsibilities of Parish Clerk

- a. The Parish Clerk will act as the 'Competent Person' in general matters of health and safety in accordance with Regulation 6 of the Management of Health & Safety at Work Regulations 1992. The Competent Person will provide advice to employees and Councillors on a wide range of health and safety issues, including the implementation of, and adherence to, this Health and Safety Policy and any arrangements made under it.
- b. The Parish Clerk will ensure that:
 - i. Staff implement the requirements of the Councils health and safety policy.
 - ii. Assets are maintained, repaired and operated in a safe manner
 - iii. All risk assessments are undertaken and safe systems of work established, for all tasks and places of work and that the significant outcomes of the risk assessments are made known to employees and any other parties who may need to be made aware. The requirement for Risk Assessments for pregnant employees is detailed in PCD026 Maternity and Paternity Leave Policy.
 - iv. All current and past risk assessments are stored using an appropriate format for recording the relevant risk assessments.
 - v. That risk assessments are reviewed regularly, or immediately after an accident / "near miss" incident or change in work process.
 - vi. Authorised, qualified and competent people are assigned tasks and that appropriate safe systems of work are in place with consideration to any potentially vulnerable people (e.g. expectant and nursing mothers, young persons and persons with a disability) and any appropriate levels of supervision are provided.

- vii. Accidents, near misses, ill health and incidents of violence or abuse are reported to full council and are investigated.
- viii. All employees accept their own health and safety responsibilities and that induction and training initiatives are developed which provide safe work practices considering hazardous operations, substances, machinery or equipment
- ix. Appropriate personal protective equipment is made available (free of charge), suitable and worn as identified by the process of risk assessment, and that records are held of this equipment and it is replaced as required.
- x. Appropriate action is taken and prompt attention given on any representation submitted by any employee who has comments or concerns regarding health and safety.
- xi. Existing fire procedures for occupied premises are adhered to in accordance with the landlords (NKDC) Evacuation Policy
- xii. They undertake regular checks to ensure that fire exits, corridors, stairs, landings and walkways in offices are kept clear at all time
- xiii. They identify training needs through the risk assessment and performance review processes.
- xiv. The Council's Health and Safety Policy is available to all new and temporary employees and volunteers, and that health and safety awareness is included in the Council's induction training.
- xv. They maintain corporate accident and near miss incident sheets
- xvi. They review accident and incident data to identify trends and any appropriate remedial as necessary.

6. Responsibilities of Employees.

- a. All employees have a duty to take reasonable care of their own health and safety and that of others and to co-operate with their manager on health and safety issues. All employees must ensure that they will:
 - i. Carry out all work and tasks in the prescribed manner and follow any training, information and instruction provided.
 - ii. Use equipment correctly at all times and not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare (for example firefighting equipment, protective guards or devices, personal protective equipment, warning signs, etc.).
 - iii. Familiarise themselves with the evacuation procedures on the sites that they work from or visit regularly.
 - iv. Make themselves familiar with the Health and Safety policy, health and safety information any other documents provided for their safety.

v. Wear or use appropriate personal protective equipment as provided; report immediately to the Parish Clerk all accidents, incidents, unsafe acts or damage including any “near misses”.

vi. Co-operate in the investigation of accidents with the objective of introducing methods to prevent re-occurrence.

vii. Inform the council if they are pregnant at the earliest opportunity or as detailed in PCD026 Maternity and Paternity Leave Policy.

b. In addition, all employees must report any of the following to the Parish Clerk:

i. Incidents of any pain or discomfort arising out of the carrying out of their work activity.

ii. Any physical injury resulting from the carrying out of their work activity.

iii. Any incident of violence or abuse aimed at the employee.

iv. All cases where work equipment or personal safety equipment becomes defective.

v. Take part in risk assessments, workplace inspections and audits when necessary.

vi. Observe safe systems and methods of working at all times, avoiding taking short cuts which would entail unnecessary risks.

vii. Ensure that when driving while at work that they are fit to do so and drive in a safe and proper manner.

7. Responsibilities of Contractors.

a. Contractors will be reminded of all their legal obligations, including the reporting of accidents and “near miss” incidents. All contractors must take reasonable care to make sure that their employees and others are safe in and about their work, and competent to undertake the work required. All contractors must ensure that:

i. Their employees are competent, and craftsmen have received adequate training to enable them to safely perform the job.

ii. Adequate supervision of untrained staff or young workers.

iii. Safe plant, i.e. equipment and appliances in good working order safe systems of work

iv. Adequate third-party liability insurance as specified by any contract.

b. Any employee of the Council, who brings in a contractor to carry out works for or on behalf of the Council, is responsible for ensuring that contractor, and any sub-contractors they may appoint, are competent to undertake the necessary works. They must also

ensure that suitable systems are in place before the works start to ensure the contractor undertakes work as per their own documented health and safety procedures, and that all works are carried out in a safe manner.

8. Responsibilities of agency staff and volunteers.

a. Agency staff and volunteers will be reminded of their legal obligations, including the reporting of accidents and “near miss incidents”. All agencies and voluntary agencies (where involved) must ensure the individuals they appoint to work for us are competent to undertake the work required.

Annex A. Street Cleaner Risk Assessment

Risk Assessment Form		
Billinghay Parish Council		Assessment Ref: BPC/01
		Date: 7 Oct 24
Street Cleaner		
Activity/Process: Collection of litter and dog faeces from main roads within Billinghay		Who is at risk:
		All staff: <input type="checkbox"/>
		Operators and/or maintenance staff: <input checked="" type="checkbox"/>
		Visitors, vulnerable groups, public, etc. : <input type="checkbox"/>
Ref	Hazard	Existing Control Measures
1	Lone Working	Adherence to PCD029 Lone Working Policy. The route for the street cleaner is along main roads and the street cleaner will be visible to the public at most times. General awareness of Health and Safety obligations through undertaking general Health and Safety course.
2	Infection from contact with litter	Provision of suitable gloves. Avoidance of contact with litter by hands through use of litter picker and shovel. First aid kit provided. General awareness of Health and Safety obligations through undertaking general Health and Safety course.
3	Infection from contact with dog faeces, litter and sharps	Provision of suitable gloves. Avoidance of contact with faeces by hands through use of litter picker and shovel. Dog poo bags provided. First aid kit provided. General awareness of Health and Safety obligations through undertaking general Health and Safety course.
4	Cuts from litter	Provision of suitable gloves. Avoidance of contact with litter by hands through use of litter picker and shovel.

		General awareness of Health and Safety obligations through undertaking general Health and Safety course.
5	Cuts from sharps	Provision of suitable gloves. Avoidance of contact with sharps by hands through use of litter picker. Use of sharps box. General awareness of Health and Safety obligations through undertaking general Health and Safety course.
6	Trips and falls	Provision of suitable footwear. Route uses pavements which should be maintained. Pavement damage can be recorded on fix-my-street. General awareness of Health and Safety obligations through undertaking general Health and Safety course.
7	Hit by bicycle / moving vehicle	Route involves minimal time crossing or on road. Hi-vest vest / jacket worn. General awareness of Health and Safety obligations through undertaking general Health and Safety course.
8	Sun stroke	Use of suitable headwear. Use of suitable sunscreen. Regular breaks out of sun in high temperatures. Flexibility in work times to avoid working in highest temperatures. Regular intake of water. General awareness of Health and Safety obligations through undertaking general Health and Safety course.
9	Back injury	Reduced bending through use of litter picker and shovel. General awareness of Health and Safety obligations through undertaking general Health and Safety course.
10		

Impact		Risk Matrix			
Major	4	11 Serious	12 Very Severe	15 Very Severe	16 Very Severe
Serious	3	7 Manageable	10 Serious	13 Very Severe	14 Very Severe
Moderate	2	3 Acceptable	6 Manageable	8 Serious	9 Serious
Minor	1	1 Acceptable	2 Acceptable	4 Manageable	5 Manageable
Likelihood		1	2	3	4

		Very Unlikely	Unlikely	Likely	Very likely.
Hazard Ref	RISK Associated with Hazard (type of incident, injury or ill health)		Risk Rating	Additional Controls Required	
1	Risk of injury or ill health		2		
2	Risk of injury or ill health		2		
3	Risk of injury or ill health		2		
4	Risk of injury or ill health		2		
5	Risk of injury or ill health		2		
6	Risk of injury or ill health		2		
7	Risk of injury or ill health		2		
8	Risk of injury or ill health		4		
9	Risk of injury or ill health		2		
Assessor					Overall Risk Rating (highest risk) 4
Name / Date:	Cllr A Catlett 30 Sep 24				
Full Council Assessment Review					
Date:	7 Oct 24				Review frequency: Annually

Annex B. SIDs Risk Assessment

Risk Assessment Form		
Billinghay Parish Council		Assessment Ref: BPC/02
		Date: 7 Oct 24
Maintenance of Speed Indicator Devices (SIDs)		
Activity/Process: Downloading of data for the SIDs. Rotation of the SIDs.		Who is at risk:
		All staff: <input type="checkbox"/>
		Operators and/or maintenance staff: <input checked="" type="checkbox"/>
		Visitors, vulnerable groups, public, etc. : <input type="checkbox"/>
Ref	Hazard	Existing Control Measures
1	Lone Working	Both activities are undertaken by a minimum of two persons.
2	Working at height	Use of serviceable and suitable ladder. Ladder supported when in use by second person. Ladder placed in stable position. Users of ladder undertaking Ladder Safety training.
3	Injury from tools and equipment	Use of suitable gloves. Use of appropriate tools. Correct support of SIDs during movement.
4	Sun stroke	Short time task minimising exposure. Use of suitable headwear. Use of suitable sunscreen. Work undertaken at times to avoid working in highest temperatures. Regular intake of water.
5	Trips and falls	Wearing of suitable footwear. Correct working at height procedures.
6	Hit by bicycle / moving vehicle	SIDs located on grass verges off roads. Hi-vest vest / jacket worn.

		Minimum of two persons during task.		
7				
Impact) Risk Matrix			
Major 4	11 Serious	12 Very Severe	15 Very Severe	16 Very Severe
Serious 3	7 Manageable	10 Serious	13 Very Severe	14 Very Severe
Moderate 2	3 Acceptable	6 Manageable	8 Serious	9 Serious
Minor 1	1 Acceptable	2 Acceptable	4 Manageable	5 Manageable
Likelihood	1 Very Unlikely	2 Unlikely	3 Likely	4 Very likely.
Hazard Ref	RISK Associated with Hazard (type of incident, injury or ill health)	Risk Rating	Additional Controls Required	
1	Risk of injury or ill health	2		
2	Risk of injury or ill health	2		
3	Risk of injury or ill health	2		
4	Risk of injury or ill health	2		
5	Risk of injury or ill health	3		
6	Risk of injury or ill health	2		
7	Risk of injury or ill health	4		
8				

Assessor				Overall Risk Rating (highest risk) 4
Name / Date:	Cllr A Catlett 30 Sep 24			
Full Council Assessment Review				
Date:	7 Oct 24			Review frequency: Annually

Annex C Parish Office Risk Assessment

Risk Assessment Form		
Billinghay Parish Council		Assessment Ref: BPC/03
		Date: 7 Oct 24
Parish Office		
Activity/Process: Daily working in office		Who is at risk:
		All staff: <input checked="" type="checkbox"/>
		Operators and/or maintenance staff: <input checked="" type="checkbox"/>
		Visitors, vulnerable groups, public, etc. : <input checked="" type="checkbox"/>
Ref	Hazard	Existing Control Measures
1	Emergency	Clerk has access to council mobile. Staff have access to personal mobiles. First aid kit in office / building which is regularly checked. Lone working procedures are in place iaw PCD029 Lone Working Policy.
2	Fire	Staff are familiar with building fire procedures, which are available to staff. Building alarms are tested regularly. Sufficient fire extinguishers of the appropriate type are available and staff are trained to use them. Emergency exits are clearly marked and free from obstruction. There are no flammable substances in the office. Office 'housekeeping' is maintained to prevent flammable / combustible materials accumulating. Office is designated as no smoking Appropriate signs and notices are displayed
3	Electrical	Electrical equipment is PAT tested. Electrical sockets are not overloaded. Electrical equipment is maintained by qualified maintainers as required.

		All equipment is turned off, as appropriate, when not in use.
4	Falls and falling objects	There are no trailing cables which could form a trip hazard. Objects are not stored on top of cupboards such that there is any risk of them falling off. Storage facilities are fit for purpose and not overloaded. Outside access area to office is maintained to prevent trip hazards.
5	Injury to Contractors and visitors	Access to the office is only available when clerk or deputy clerk is present. Contractors and visitors remain under control of council staff during their time in the office.
6	Theft	Office is kept locked when unoccupied. Access to office is controlled when open. Locks on doors and windows are suitable.
7	Building condition	Building assessed as fit for purpose. Building maintained by NKDC. Office faults are reported at the earliest opportunity.
8	Lone Working	Occupants adhere to PCD029 Lone Working Policy The office receives periodic visitors during office hours
9		

Impact		Risk Matrix			
Major	4	11 Serious	12 Very Severe	15 Very Severe	16 Very Severe
Serious	3	7 Manageable	10 Serious	13 Very Severe	14 Very Severe
Moderate	2	3 Acceptable	6 Manageable	8 Serious	9 Serious
Minor	1	1 Acceptable	2 Acceptable	4 Manageable	5 Manageable
Likelihood		1 Very Unlikely	2 Unlikely	3 Likely	4 Very likely.

Hazard Ref	RISK Associated with Hazard (type of incident, injury or ill health)	Risk Rating	Additional Controls Required
1	Risk of injury or ill health	6	
2	Risk of injury or ill health	3	

3	Risk of injury or ill health	1	
4	Risk of injury or ill health	1	
5	Risk of injury or ill health	3	
6	Impediment to council activity	1	
7	Risk of injury or ill health	1	
8	Risk of injury or ill health	6	
Assessor			Overall Risk Rating (highest risk) 6
Name / Date:	Cllr A Catlett 30 Sep 24		
Full Council Assessment Review			
Date:	7 Oct 24		Review frequency: Annually

Annex D. Billingham Times Delivery Assessment

Risk Assessment Form		
Billinghay Parish Council		Assessment Ref: BPC/04
		Date: 7 Apr 25
Billinghay Times Delivery		
Activity/Process: Door to door delivery of Billingham Times		Who is at risk: All volunteer deliverers: <input checked="" type="checkbox"/> Operators and/or maintenance staff: <input type="checkbox"/> Visitors, vulnerable groups, public, etc. : <input type="checkbox"/>
Ref	Hazard	Existing Control Measures
1	Lone Working	Adherence to PCD029 Lone Working Policy. The routes for the deliverers are along main and residential roads and they will be visible to the public at most times.
2	Injury from dogs	Deliverers are not to enter properties where dogs are loose in the property. Deliverers are not to put their fingers / hands through letterboxes. Mail boxes are to be used where provided
3	Aggression from members of the public	Do not attempt delivery of the newsletter where the resident has informed the council they do not wish to receive the newsletter. Do not enter property if feeling threatened. Do not enter any house during delivery. Ensure any gates are closed after entry and exit from the property.
4	Cuts from paper	Take care not to suffer paper cuts when handling the newsletters.
5	Injury from letterboxes and mailboxes	Do not put fingers / hands within letterbox or mailbox.

6	Trips and falls	Ensure suitable footwear is worn. If a property is considered unsafe to enter then do not attempt delivery and inform Parish Clerk.
7	Hit by bicycle / moving vehicle	Routes involve minimal time crossing or on road. Avoid delivery outside daylight hours.
8	Sun stroke	Use of suitable headwear. Use of suitable sunscreen. Regular breaks out of sun in high temperatures. Flexibility in work times to avoid working in highest temperatures. Regular intake of water.
9		
10		

Impact		Risk Matrix			
Major	4	11 Serious	12 Very Severe	15 Very Severe	16 Very Severe
Serious	3	7 Manageable	10 Serious	13 Very Severe	14 Very Severe
Moderate	2	3 Acceptable	6 Manageable	8 Serious	9 Serious
Minor	1	1 Acceptable	2 Acceptable	4 Manageable	5 Manageable
Likelihood		1 Very Unlikely	2 Unlikely	3 Likely	4 Very likely.

Hazard Ref	RISK Associated with Hazard (type of incident, injury or ill health)	Risk Rating	Additional Controls Required
1	Risk of injury or ill health	2	
2	Risk of injury or ill health	2	
3	Risk of injury or ill health	2	
4	Risk of injury or ill health	2	

5	Risk of injury or ill health	2	
6	Risk of injury or ill health	2	
7	Risk of injury or ill health	2	
8	Risk of injury or ill health	2	
Assessor			Overall Risk Rating (highest risk) 2
Name / Date:	Cllr A Catlett 30 Mar 25		
Full Council Assessment Review			
Date:	7 Apr 25		Review frequency: Annually