



HEALTH AND SAFETY POLICY

Locking Parish Council is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of its employees, councillors and members of the public who may be affected by its activities.

Locking Parish Council will comply with all relevant health and safety legislation such as Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999 and promote a positive safety culture.

All employees and councillors should familiarise themselves with this policy and endeavour to carry them out at all times. The Council will carry out a Health & Safety Audit on an annual basis.

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.

The following standards should be maintained at all times:

- 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 workplace

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

Safety: Accidents, injury and first aid

- 1 All injuries should be recorded in the Accident Book which is located in the parish hall office and the Clerk should be informed.
- 2 Any serious or major injuries or incidents should be reported immediately to the Clerk if available or alternatively the Chair by telephone (number on the hall noticeboard).
- 3 A first aid box is located in the hall kitchen and Nurse Thomas Suite kitchen. An annual audit is carried out of the contents, but it is imperative that any item used must be replaced immediately.

- 4 A carbon monoxide monitor is installed in the hall kitchen and is tested weekly.
- 5 Smoke and fire alarms are installed in the parish hall and are tested weekly.
- 6 A defibrillator is located on the outside of the parish hall and is checked weekly with findings recorded on The Circuit, The National Defibrillator Network website.

Security

- 1 The parish hall office has its own internal alarm fitted. Should the alarm sound when staff are not in the building, then other users of the hall should be extremely vigilant and notify the Chair by telephone (number on the Hall noticeboard).
- 2 All users of the parish hall should endeavour to leave the building in a safe and secure position after use, by checking all windows and all doors are locked.

Equipment

- 1 The Council ensures that an annual electrical installation condition report is carried out at the parish hall and Old Banwell Road changing rooms. All electrical equipment is PAT tested (Portable Appliance Testing) annually. Any faults identified in the interim should be notified to the Clerk immediately for attention.
- 2 All users of equipment should endeavour to use the items in a safe manner, 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.
- 4 The piano, located on the hall floor, should not be moved to avoid personal injury and/or damage to the parquet floor.
- 5 Play and gym equipment is inspected monthly by the Parish Orderly, who is competent to carry out operational inspections of children's playgrounds.

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