

WELTON-BY-LINCOLN PARISH COUNCIL

HEALTH AND SAFETY POLICY – COUNCIL FACILITIES

PURPOSE

This Health and Safety Policy sets out the Parish Council's commitment to providing a safe and healthy environment for employees, volunteers, contractors, facility users and visitors.

This Policy complies with the Health and Safety at Work etc. Act 1974 and associated regulations.

POLICY STATEMENT

The Parish Council will provide and maintain safe facilities and systems of work.

The Council will:

- Provide a safe working environment and safe access to facilities
- Identify hazards and carry out suitable and sufficient risk assessments
- Implement safe systems of work
- Ensure safe use, handling and storage of equipment and substances
- Provide information, instruction and supervision
- Consult with employees where required
- Monitor and review health and safety performance

Health and safety will be actively managed and continuously improved.

SCOPE

This Policy applies to all Parish Council facilities including:

- The Parish Office
 - Manor Park Sports Club including recreation grounds, playing fields, play area and skate park
 - Welton Library and Community Hub
 - Ryland Road Playing Fields and Play Area
 - All public open spaces owned or managed by the Parish Council
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LEGAL FRAMEWORK

This Policy operates in accordance with the following key legislation:

- Health and Safety at Work etc. Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Regulatory Reform (Fire Safety) Order 2005
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
 - Control of Substances Hazardous to Health Regulations 2002
 - Health and Safety (First-Aid) Regulations 1981
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RESPONSIBILITIES

The Parish Council

The Parish Council holds overall legal responsibility for health and safety. It will:

- Approve and review this Policy
- Ensure adequate resources are in place
- Monitor compliance and performance

The Clerk

The Clerk is the responsible officer for day to day implementation. The Clerk will:

- Ensure this Policy is applied
- Arrange risk assessments and safety inspections
- Ensure accidents are recorded and investigated
- Ensure RIDDOR reporting where required
- Oversee contractor compliance
- Maintain health and safety records

Employees and Volunteers

- Follow this Policy and associated procedures
- Take reasonable care for their own safety and others
- Report hazards, incidents and near misses

Contractors

- Must provide risk assessments and method statements where required
- Must hold appropriate insurance and demonstrate competence
- Must comply with all relevant legislation and site rules

Facility Users and Hirers

- Must comply with this Policy and any safety instructions
- Must take reasonable care for themselves and others
- Must ensure activities are carried out safely

RISK ASSESSMENTS

The Parish Council will carry out suitable and sufficient risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999.

Risk assessments will:

- Identify hazards and those at risk
- Evaluate and control risks
- Be recorded where significant risks exist
- Be reviewed regularly or following change

FIRE SAFETY

The Parish Council will comply with the Regulatory Reform (Fire Safety) Order 2005.

The Council will:

- Carry out fire risk assessments
- Appoint a Responsible Person
- Maintain fire detection and firefighting equipment
- Ensure safe evacuation procedures are in place

Emergency procedures must be followed at all times.

In the event of discovering a fire:

- Immediately raise the alarm by shouting **"FIRE"** ensuring that all users hear 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, using the appropriate fire extinguishers provided
- Ensure you maintain a safe exit route and leave the building without delay

In the event of hearing a fire alarm:

- Where possible switch off electrical equipment
- Do not delay to collect personal items
- On leaving, close doors and windows, but only if safe to do so
- Escort persons in your charge out of the building by the most appropriate safe exit route
- Report to the assembly point allocated
- Keep the drive and 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 the building until the all clear is given and it is safe to do so

Other Site Emergencies (gas escape, flood, etc)

In the event of other site emergencies, follow the direction given by the group leader or person in charge

Switch off electrical equipment if safe to do so

Collect personal items only if safe to do so

Evacuate the building in an orderly fashion by the nearest exit route

Report to the allotted assembly point or main car park

Keep the drive and car park free of obstruction for emergency vehicles

Group leaders and/or Hirers are to carry out a roll 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 the building until the all clear is given and it is safe to do so

FIRST AID

The Parish Council will comply with the Health and Safety (First-Aid) Regulations 1981.

The Council will:

- Provide appropriate first aid equipment
- Ensure equipment is regularly checked and maintained
- Appoint trained first aiders or responsible persons

All accidents must be recorded in the accident book.

In the Event of requiring First Aid

- First aid boxes are kept in the Pavilion kitchen at Manor Park and in the Reception Area and Clerk's office at the Parish Office
- Public access defibrillators are located at the rear of the pavilion at Manor Park, outside the Parish Office and at the Sports and Social Club off Ryland Road
- If you require first aid and are unable to carry this out yourself, contact your group Leader or an appropriate person in charge

- When using first aid equipment ensure you take appropriate precautions
- If using first aid equipment, details must be recorded in the accident book, which are located with the first aid boxes
- In the event of a serious injury requiring more than first aid telephone 999 and ask for the ambulance service
- The nearest public telephones are located in the kitchen of the Pavilion at Manor Park, opposite the Parish Office on the Village Green and at the junction of Ryland Road/Dunholme Road/Eastfield Lane.

Actions Post Incident

- In the event of a serious injury the Clerk or other appropriate officer must be informed
- Personnel are required to assist Officers in investigating any serious incident

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 necessary, to warn others of a hazard
- In the event that a hazard cannot be made safe, ensure that personnel are restricted from the area of the hazard
- All accidents must be recorded in the appropriate accident book

Actions Post Accident

- In the event of a serious accident the Clerk or other appropriate officer must be informed
- Personnel are required to assist an Officer 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

GENERAL SAFETY PROCEDURE

General

- Ensure that you take reasonable care for the health and safety of yourself and others that may be affected by your actions
- Ensure you are familiar with emergency procedures
- Be aware of emergency exit routes and ensure that routes are kept clear
- Ensure you are familiar with the location of fire extinguishers
- Ensure you are aware of First Aid and accident procedures
- Be aware of the location of the first aid boxes – in the kitchen of the Pavilion at Manor Park and the Parish Office

Use of Equipment

- Be sensibly dressed for the particular activity being carried out
 - Use correct lifting procedures, particularly when lifting heavy objects
 - If moving heavy or awkward objects, make sure sufficient people are available to assist to ensure safety
 - Ensure that you are familiar with the safe use of equipment before using
 - 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 signs of overheating or the equipment is noisy when running
 - If any equipment is defective, attach a 'do not use notice' and report to the Clerk
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ACCIDENT REPORTING AND RIDDOR

All accidents, incidents and near misses must be reported.

Serious incidents will be investigated.

The Clerk will ensure compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, including reporting to the relevant authority where required.

HAZARDOUS SUBSTANCES

Hazardous substances will be managed in accordance with the Control of Substances Hazardous to Health Regulations 2002.

The Council will:

- Assess risks from hazardous substances
 - Implement control measures
 - Provide appropriate storage and handling procedures
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CONTRACTOR MANAGEMENT

The Parish Council will ensure that all contractors:

- Are competent and suitably qualified
 - Provide appropriate documentation including risk assessments
 - Work safely and comply with all site rules
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LONE WORKING

Where employees or volunteers work alone, the Council will:

- Assess risks associated with lone working
 - Implement appropriate control measures
 - Ensure communication and emergency arrangements are in place
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MONITORING AND REVIEW

The Parish Council will monitor health and safety through:

- Routine inspections
- Incident reviews
- Periodic audits

This Policy will be reviewed annually or sooner if required.

DOCUMENT CONTROL

This Policy and supporting documentation will be:

- Maintained by the Clerk
 - Available electronically and on request
 - Subject to version control and regular review
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RISK MANAGEMENT GUIDANCE

Supporting procedures will include:

- Risk assessment guidance
 - Fire safety checks
 - Electrical testing
 - Gas safety inspection
 - First aid provision
 - Contractor management
 - Equipment use
 - Cleaning and storage
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Adopted: January 2020

Reviewed: July 2026

Next review: July 2027