



# Chailey Parish Council

## Health & Safety Policy

### 1. Policy Statement

Chailey Parish Council is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees, councillors, volunteers, visitors, and members of the public who use the Parish Council office and meeting facilities.

The Council recognises its responsibilities under the **Health and Safety at Work etc. Act 1974** and all related regulations and will take all reasonably practicable steps to prevent accidents, injuries and ill health.

Health and safety is everyone's responsibility, and the Council expects all employees, councillors, contractors, and hirers to play their part in maintaining a safe and healthy environment.

### 2. Scope

This policy applies to:

- The Reading Room.
- All Council meetings and activities held on the premises.
- Public hire of the building for meetings, community events or other approved uses.
- The cleaning and maintenance work carried out by the employed cleaner or any contracted personnel.

### 3. Responsibilities

#### 3.1 The Parish Council

The Council, as the employer and managing body, is responsible for:

- Ensuring this policy is implemented, reviewed and updated annually at the Annual Meeting of the Council.
- Complying with all relevant health and safety legislation.
- Assessing risks and implementing control measures.

- Maintaining a safe workplace, including building fabric, equipment and emergency systems.
- Providing information, training and supervision to employees as needed.
- Ensuring that hirers of the premises are aware of their own responsibilities for the safety of their event participants.

### **3.2 The Clerk**

The Clerk will:

- Oversee day-to-day health and safety matters.
- Conduct and review risk assessments for office operations, meetings, and events.
- Ensure the building is maintained in a safe condition.
- Keep records of incidents, accidents and maintenance.
- Liaise with the cleaner, contractors and hirers regarding safe working practices.
- Report any serious incidents to the Council and relevant authorities where required.

### **3.3 Cleaner & Council Employees**

The Cleaner must:

- Take reasonable care for their own health and safety and that of others.
- Follow safe systems of work and training provided.
- Report any accidents, near-misses, hazards or defects immediately to the Clerk.
- Use personal protective equipment as required if using cleaning chemicals (e.g., gloves, safety goggles, protective apron).
- Not misuse or interfere with safety equipment.

### **3.4 Councillors and Volunteers**

Councillors and volunteers must:

- Observe safety instructions when using the office or meeting room.
- Report any hazards or unsafe conditions.
- Pay attention to the recommendations provided by the Clerk and the Cleaner regarding potential health and safety concerns that may occur.

### **3.5 Hirers and Visitors**

All hirers and visitors must:

- Follow safety guidance provided by the Council – provided in Terms & Conditions.
- Ensure activities do not create risks to themselves or others.
- Familiarise themselves with fire exits, first aid facilities, and emergency procedures.

- Report any incidents or damage immediately to the Clerk.

## **4. Arrangements for Health and Safety**

### **4.1 Risk Assessments**

Risk assessments will be conducted and reviewed throughout the year and reported back to the Council at their May Annual Meeting of the Council. This will cover:

- General office safety. Fire safety.
- Manual handling.
- Use of cleaning chemicals & where stored.
- Slips, trips and falls.
- Lone working (where applicable).
- Public events and room hire activities.

### **4.2 Fire Safety**

- Fire exits will be kept clear and signed.
- Fire extinguishers will be checked and serviced annually.
- Fire evacuation routes and procedures will be displayed.
- Hirers will be briefed on fire evacuation arrangements.

### **4.3 First Aid and Accident Reporting**

- A first aid kit will be maintained and checked regularly.
- Accidents and near misses must be recorded in the Accident Book.
- Serious incidents will be reported to the Council and to the HSE under RIDDOR where applicable.

### **4.4 Cleaning and Maintenance**

- The cleaner will be provided with safe working instructions.
- Cleaning products will be stored securely and used in accordance with manufacturer guidance.
- The building will be inspected regularly for hazards (e.g., faulty lights, trip hazards, leaks).
- All contractors engaged to undertake work on the premises must provide suitable and sufficient risk assessments prior to the commencement of any work.
- Contractors are required to comply with the Parish Council's Health & Safety Policy.
- The Parish Council will carry out COSHH assessments for hazardous substances used on site, including cleaning chemicals.

#### **4.5 Weather related risks**

- The Parish Council will monitor weather conditions and ensure appropriate measures are taken to maintain safe access and safe use of the building. This includes managing risks from heat, cold, ice, and snow through preventative maintenance, gritting, ventilation, emergency lighting. In the event of adverse weather conditions, the Parish Council have the right to cancel planned events.

#### **4.6 Public and Hirer Safety**

- Terms and conditions of hire will include health and safety responsibilities.
- Hirers will be responsible for the safety of those attending their event.
- The Council reserves the right to refuse hire if safety concerns have not been addressed.
- Key code to be changed quarterly.

#### **4.7 Electrical and Equipment Safety**

- Electrical appliances will be PAT tested as required.
- Any defective equipment must be reported and removed from use immediately.

#### **4.8 Lone Working**

- Employees working alone (e.g., the cleaner or Clerk) must ensure doors are secure and a responsible person knows their working hours.

### **5. Monitoring and Review**

- The Parish Council will review this policy at their Annual Meeting of the Council or sooner if circumstances change.
- Risk assessments, accident records, and maintenance logs will inform the review.
- Any updates will be communicated to employees, councillors, and regular users of the premises.

### **6. Policy Review and Approval**

**Approved by:** Chailey Parish Council

**Date:** 9<sup>th</sup> December 2025

**Review Date:** May 2026

**Signed:**

Chair: \_\_\_\_\_

Clerk: \_\_\_\_\_

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