

# DALSTON PARISH COUNCIL



**Sue Milburn – Clerk**

Forge Green Office, Riverside, Dalston, Carlisle CA5 7QG

Tel: 01228 712766; Email: clerk@dalston.org.uk

## HEALTH & SAFETY POLICY

Adopted by Full Council on 14 March 2017

Last Reviewed 1 April 2025

### Introduction

Dalston Parish Council recognises that under the Health and Safety at Work Act 1974 it has a legal responsibility to ensure the health, safety and welfare of its employees and volunteers (including Councillors). It is also keen to ensure, as far as is reasonably practicable, that members of the public who use Council owned public areas do so in the safest way possible.

### Responsibilities

The Council recognises and accepts its responsibility as an employer for providing safe and healthy working conditions for its employees and volunteers, paying particular attention to the provision and maintenance of:

- Equipment and systems of work designed and maintained to operate and function safely;
- Sufficient information, instructions, training and supervision to enable its employees and volunteers to avoid hazards and contribute positively to their own safety and health at work; to promote safety awareness among its employees, volunteers and members of the public;
- To provide a safe environment for all visitors and members of the public, bearing in mind that these persons may not be aware of health and safety risks which arise from using some Council facilities;
- The wearing of Personal Protective Equipment if required;
- Any contractors engaged by the Council will be required to submit a suitable Method Statement and to adhere to such health and safety issues as the council may deem compulsory;
- Risk assessments will be carried out as necessary and retained on record;
- Electrical Portable Appliance Testing on parish council equipment will be conducted in accordance with current legislation.
- Fire Extinguisher and smoke alarm checks in Forge Green Office will be carried out by the Clerk on a weekly basis and recorded in the log book. External inspection of the Fire Extinguishers will be carried out on an annual basis.
- Smoke alarm checks in 1 and 2 Forge Green will be carried out by the Clerk once every three months and recorded in the log book.

All staff have responsibility for the health and safety of their work colleagues. Staff should be aware of colleagues working on their own and be alert to unexpected changes of routine or unanticipated periods where there is no communication.

Staff should ensure they maintain and share up to date emergency contact details. The following information should be written down and kept by the worker, next of kin and the Council:

- Name and contact details of the lone worker
- Name, relationship and contact details of the lone worker's next of kin
- Name, relationship and contact details of the Council
- Any 'code word' that would indicate that the lone worker needs assistance

All these details must be kept securely in line with data protection legislation.

All parties must be informed of any changes to contact details.



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## HEALTH & SAFETY POLICY Continued

It is important that staff share details of any aspects of their health that could lead to increased risk with the Chairman to jointly plan to mitigate any potential risks. This information will be treated on a strict 'need to know' basis with confidentiality of the utmost importance.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call the Chairman or your colleague to let them know (or ask someone to do so on your behalf). Call the Chairman or your colleague if your plans change because you feel unwell or if you have a domestic emergency when working alone.

### Lone working

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours, for example, office workers who work alone in the premises and homeworkers. Any worker under the age of 18 years or anyone working in confined spaces is not permitted to work on their own.

Working alone is not in itself against the law, and it is often safe to do so. People who work alone face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Remote locations
- Abuse from members of the public

The Council's policy is to consider carefully and deal with any health and safety risks for those who work alone, whether full-time, part time or temporary workers. It does not apply to Councillors.

The Council will:

- Try to avoid the need for lone working as far as is reasonably practical;
- Ensure that the worker is competent to work alone;
- Ensure that all lone working activities are formally risk assessed and updated as appropriate.

Lone workers will:

- Take reasonable care of themselves and others who may be affected by their work;
- Follow any instruction given by the Council;
- Raise with the Chairman any concerns they have in relation to lone working;
- Inform the Chairman at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone.

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances which might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances.



## HEALTH & SAFETY POLICY Continued

### Volunteers

Volunteers should:

1. Seek advice on safety and health matters from the Clerk, and follow advice given;
2. Use, in a correct and safe manner, all equipment including machinery, tools and Personal Protective Equipment if required;
3. Report immediately to the Clerk, or Chairman any defects in plant, structures, equipment which come to their notice;
4. Report promptly to the Clerk, or Chairman, any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence of incidents. To record any such accidents in an Accident Book, held by the Clerk.

The Clerk to the parish council assumes the day to day responsibility of ensuring the Health and Safety Policy is reviewed, maintained and adhered to.

Health and safety will be kept under review by the Council but the employees and volunteers are reminded that they also have a duty of care for their own safety and that of other persons who might be affected by council activities and to co-operate with the council so as to enable it to carry out its own responsibilities successfully.

The final level of responsibility is, however, that of each and every individual.

This policy will be revised, added to or modified when required and reviewed annually.