



GAMLINGAY PARISH COUNCIL

HEALTH AND SAFETY POLICY

1.0 Introduction

1.1 Gamlingay Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, volunteers and others who may be affected by the activities of the Parish Council.

1.1 The Parish Council will meet its responsibilities under the Health and Safety at Work Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

1.2. The Parish Council will seek as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Parish Council's responsibilities for ensuring safe working conditions. Further information and reference is made to <http://www.hse.gov.uk/services/localgovernment/sensible-risk/index.htm?ebul=locgov&cr=1/apr14>

1.3 The use of electrical machinery and the use of the electric vehicle sub policies follow the general policy.

2.0 AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

To provide as far as is reasonably practicable:

2.1. A safe place of work and a safe working environment.

2.2. Arrangements for considering, reporting and reviewing matters of Health and Safety at work; including regular risk assessments of working activities.

2.3. Systems of work that are safe and without risks to health.

2.4. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.

2.5. Sufficient information, instruction and training for employees, contractors and volunteers to carry out their work safely.

2.6. Care and attention to the health, safety and welfare of employees, contractors, volunteers and members of the public who may be affected by the council's activities.

3.0 ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE



HEALTH AND SAFETY POLICY AT WORK

As the Council's Safety Officer, the Clerk will:

- 3.1. Keep informed of relevant Health and Safety policy legislation.
- 3.2. Advise the Parish Council on the resources and arrangements necessary to fulfil the Parish Council's responsibilities under the Health and Safety at Work Policy.
- 3.3. Make effective arrangements to implement the Health and Safety at Work Policy.
- 3.4. Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council.
- 3.5. Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures. Consider requesting contractors to supply a written method statement prior to starting major works. Maintain a record of risk assessments, to be reviewed regularly.
- 3.6. Make effective arrangements to ensure those contractors or volunteers working for the Parish Council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Parish Council's Health & Safety at Work Policy.
- 3.7. Ensure that work activities by the Parish Council do not unreasonably jeopardise the health and safety of members of the public.
- 3.8. Maintain a central record of notified accidents.
- 3.9. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- 3.10. Act as the contact and liaison point for the Health and Safety Inspectorate.

4.0 All employees, contractors and volunteers will:

- 4.1. Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety.
- 4.2. Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available.
- 4.3. Take reasonable care for the Health and Safety of other people who may be affected by their activities.
- 4.4. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
- 4.5. Not misuse any plant, equipment tools or materials so as to cause risks to Health and Safety.
- 4.6. Report any accidents or hazardous incidents to the Clerk.



Employees-Use of electrical/mechanical machinery

1.0 INTRODUCTION:-

- 1.1 This document aims to define protocol for staff who are using electrical machinery on Parish Council landholdings and premises.

- 1.2 The document gives weight and expands upon Gamlingay Parish Council general Risk Assessment protocol which is used for employees and volunteers who undertake one-off activities with electrical or mechanical equipment, and should be considered in conjunction with this document.

2.0 KEY AIMS

- 2.1 To ensure that the Council acts responsibly within its role as employer and complies with advice received from Health and Safety Executive (HSE).

3.0 THE LEGAL FRAMEWORK

- 3.1 The responsibility of the Council is to mitigate risk with regard to ensuring that as far as possible the Council has acted reasonably in mitigating the prevention of accidents (Health and Safety at work Act 1974,s.2).

- 3.2 The Parish Council's Health and Safety policy should be adhered to.

4.0 POLICY AND PROCEDURES

- 4.1 The handyman shall prior to using any electrical or mechanical equipment check that a Council employee is at the Eco Hub (place of work) and willing to be Responsible Officer for the duration of the activity.

- 4.2 The handyman will sign the 'Use of Machinery' book detailing type of equipment to be used, location where the machinery is to be used, and the proposed duration of use, and hand this to the Responsible Officer. The



handyman must inform the 'Responsible Officer' verbally that works are to commence.

- 4.3 The handyman must return to the Eco Hub after the activity has been completed to sign to advise the work has been completed and the use of the machinery is at an end. The handyman must inform the Responsible Officer to sign off the work and return the book to the office.
- 4.4 All equipment in the ownership of the Parish Council must undergo annual electrical checks, consistent with annual checks carried out in Parish Council premises.
- 4.5 The use, management and maintenance of the electric vehicle will be the responsibility of the handyman, and this will be managed by the Clerk/s.

KR

31-03-14

Amended –addition para 4.5 07-05-15

Reviewed 31-01-18,04-06-19

Adopted

Minute ref:

Area Risk Assessment- Parish Council land holdings- use of electric vehicle- November 2015

The following area risk assessment has been carried out by Parish Councils Handyman/Groundsman, with regard to his use of and other staff members use of the electric vehicle on Parish Council land, and land within the parish boundary.

1) Playing Field (QE2 Stocks Lane Gamlingay SG19 3JR)

Level ground,

access via wooden gate,

avoid driving on path and football pitches



Hazard- slope at rear of field-do not enter BMX track area.

-LOW

2) Millbrook Meadows

Level ground

Access via old railway bridge at rear of recreation area- (slope-slow speed), or gate off Station Road

Hazards- water filled brook, steep banks to sides, approach and park at public access areas only. Maintain 3metre distance from brook.

-LOW TO MEDIUM

3) St Marys Field Cemetery

Level ground, slight slope towards brook at bottom end of field.

Access via Emplins gates (preferred access), or via Station Rd (retractable bollard)

Hazards-brook at East end (keep at 3 m distance), borehole caps/water access-avoid areas.

-LOW

4) Chapelfield Open space

Level ground

Access via Chapelfields estate road/swing arm gate (locked) or via recreation ground (slight level change)- LOW

5) Lower Field

Level ground

Access via Station Rd wooden gate (padlocked)

Hazards- water filled brook to west (boundary) (keep 3m distance)-LOW/MEDIUM

6) BMX Track (Rear of Recreation field)

Uneven ground and gradients

Access not safe beyond entrance sign- agreed amendment below-06-04-16



Groundsman advised vehicle can now progress along the edge closest to pedestrian path onto flat area to access the crater. Sketch to be added as appendix 1 (14-04-16-KR)

Resculpting of banks Jan 2018- handyman to reassess access and advise clerks of any changes necessary to risk assessment-no amendments required (05-06-19)

Uneven ground and gradients can cause vehicle to topple over-access by formal route only (appendix 1) -MEDIUM/HIGH

7) The Butts (adjacent to the Eco Hub/front of the Recreation field)

Play area in significant hollow-level at base but access via gate gradient very steep. Ground conditions could make it difficult to climb out of hollow. Access via Stocks Lane metal swing arm gate (padlocked)

Hazard- negotiate gradient with extreme caution only when essential. Avoid wet ground conditions

-MEDIUM

8) Long Lane Allotments, SG19

Level ground,

Access off Long Lane farm track to car park
LOW

-

9) The Pitt

Level ground

Access off corner of Waresley Rd/Cinques Rd, between corner trees
-LOW

10) Northfield Close

Level ground

Access off Northfield Close
LOW

-



11) Cinques Common

Level ground

Access through car park, off The Cinques (car park managed by the Wildlife Trust)

Sandpit hollow in North east corner to be avoided -
LOW

12) Cinques Common car park

Level ground

Access via The Cinques -
LOW

13) Green End Allotments

Level ground

Access on road adjacent Green End (wide verge)
-LOW

14) Eco Hub car park and Plaza area

Access –location of garaged vehicle

Check bollards are retracted to enable access in and out

Plaza level- access via gate-avoid driving on football pitches and paths
LOW

KW/KR

11-11-15

Updated 14-04-16 (KR)

Reviewed 31-01-18 (KR)

04-06-19

