

STANSTEAD PARISH COUNCIL  
THE HILL, STANSTEAD, SUDBURY, SUFFOLK, CO10 9AP  
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**Adopted 24<sup>th</sup> July 2023**

**Health & Safety Policy**  
**July 2023**  
**To**  
**July 2024**

## General Statement of Policy

Stanstead Parish Council and Stanstead Village Community Centre (SVCC) acknowledges and accepts its legal responsibilities for securing the health, safety, and welfare of all its employee(s), of sub-contractors working on its behalf, volunteers and all others affected by their activities.

It is the intent of Stanstead Parish Council and Stanstead Village Community Centre (SVCC) to provide safe and healthy working conditions for all our employee(s), of sub-contractors working on its behalf, volunteers and all others affected by their activities by:-

- providing and maintaining safe plant and equipment
- providing safe systems of work
- providing a safe place of work, safe access, and safe right of way
- providing for the safe use, handling, storage, and transport of all particles and substances
- providing a safe working environment
- providing adequate and sufficient information, instruction, training, and supervision

It is also the intent of Stanstead Parish Council and Stanstead Village Community Centre (SVCC), to enlist the support of all employee(s), subcontractors, volunteers and others affected by their activities towards achieving the safest possible working conditions and to encourage consultation on all health and safety matters. Support, co-operation, and consultation will also be sought from clients, other contractors and any other persons who might reasonably be expected to be included in such discussions. To this end, regular health and safety discussions will be held, as part of Stanstead Parish Council meetings and with Stanstead Village Community Centre meetings.

Stanstead Village Council and Stanstead Village Community Centre accepts their responsibility for the health and safety of other people who may be affected by their activities including clients' employees, other contractors, volunteers, and members of the public. Stanstead Parish Council and Stanstead Village Community Centre also accepts responsibility for any effects their activities may have on the environment.

The allocation of duties for safety matters and the particular arrangements which will be made to implement this policy are set out in this document.

This 'Health & Safety Policy' will be kept up to date particularly as regards to any changes in the activities or the nature or size of the activities and will be reviewed annually.

Stanstead Parish Council require Stanstead Village Community Centre (tenant).

- to maintain appropriate insurance with acceptable cover limits on Public Liability
- to keep the Stanstead Village Community Centre and equipment in a safe condition for all users.
- Ensure that any hirer of the Stanstead Village Community Centre must aged 18 years or over.
- The Hirer shall not sublet the Stanstead Village Community Centre or any part thereof or allow the premises to be used for any unlawful purpose and shall not use the premises for any other purpose other than what is described on the Booking Form of Stanstead Village Community Centre – Booking/ Hiring Form.

- The Hirer shall comply with all the conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and the Local Magistrate's Court or otherwise. The hirer should carry out their own risk assessment in relation to all matters, including in particular any introduction a new fire risk by the hirer as a source of ignition or otherwise.

For example lighting of candles, fireworks, and sparklers and/or new flammable material is not allowed unless agreed in writing.

### **BOUNCY CASTLES or Inflatables**

Stanstead Village Community Centre will ensure that any public liability insurance is in place for any hire of equipment such as bouncy castles or inflatables or other play equipment.

If the Stanstead Village Community Centre has hired out a bouncy castle, public liability insurance is a must; ensuring it covers any legal cost if a claim is brought against property and/or personal injury. Most accidents are caused by improper supervision. To minimise risk during the bouncy castle's use you will need to have at least one, authoritative adult to supervise the use of the bouncy castle for the entire period of use of the bouncy castle.

A bouncy castle hirer will normally provide trained supervised personnel to man the bouncy castle or inflatables - at all times within the hire period and included insurance of which needs to be checked before use.

If the bouncy castle hirer does not have personnel to man the bouncy castle, extra liability insurance will be required by either Stanstead Village Community Centre or any hirer of Stanstead Village Community Centre. Insurance will need to be checked before use.

### **Chair of Stanstead Parish Council and Stanstead Village Community Centre**

**Mr David Finch (Chair) has overall responsibility for Stanstead Parish Council with Gail Claydon (Parish Clerk) and will (in relation to activities of the parish council):**

**Mr Roy Weedon (Chairman) has overall responsibility for Stanstead Village Community Centre and will (in relation to activities of the Community Centre):**

- Ensure suitable financial provision is made for health & safety obligations,
- Provide appropriate information and instruction to employees, subcontractors, volunteers, and other members connected to any activities relating to the Stanstead Village Council and Stanstead Village Community Centre.
- Ensure all work which is planned must consider health & safety issues,
- Ensure that staff, contractors, volunteers at all levels receive appropriate training,
- Monitor and assess risk to health and safety,
- Understand Stanstead Parish Council and Stanstead Village Community Centre policy for health and safety and ensure it is readily available for employees, sub-contractors, volunteers, contractors and/or any other parties relating to any activities relating to the Stanstead Parish Council or Stanstead Village Community Centre (SVCC),
- Set a personal example when visiting site by wearing appropriate protective equipment, if required to do so. Fencing off areas which would deem to be unsafe for the public with a strong commitment to Health and Safety awareness and training,

- Actively promote at all levels Stanstead Parish Council and Stanstead Village Community Centre (SVCC) commitment to effective health and safety management

## **Health and Safety Co-ordinator / Representative**

The person responsible for Health and Safety is Mr David Finch (Chair) of Stanstead Parish Council and Roy Weedon (Chairman) of Stanstead Village Community Centre.

Health and Safety Experience /qualifications the above person(s) has experience of running the Parish Council and Stanstead Village Community Centre with no incidents. If required to do are willing to undertake an IOSH managing safety course and/or get expert advice by a qualified professional and/or attend any other training course relating to health and safety and not excluding other councillors, committee members from attending health and safety courses.

The Health and Safety Co-ordinator / Representative will undertake and be responsible for:

- Monitoring the implementation of the health and safety policy throughout Stanstead Parish Council and Stanstead Village Community Centre (SVCC) and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces and/or and not excluding activities relating to the Stanstead Parish Council or Stanstead Village Community Centre (SVCC),
- Investigating accidents and implementing corrective action,
- Reviewing health and safety legislation and implementing any new requirements pertaining to Stanstead Parish Council and Stanstead Village Community Centre (SVCC) undertakings.
- Liaising with senior employees, employees, sub-contractors, and specialists as and when appropriate
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 1995

## **Employees / Volunteers and any other Parties**

Section 7 of the Health and Safety at Work Act 1974 states the following:

It shall be the duty of every employee while at work -

(A) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(B) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding of Stanstead Parish Council and/or Stanstead Village Community Centre 'Health and Safety Policy'; to carry out their work safely and in accordance with the 'Health and Safety Policy' requirements,
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy.
- Reporting any defects of the working equipment immediately to David Finch (Chair) or Gail Claydon (Parish Clerk) of Stanstead Parish Council; or to Roy Weedon (Chairman) or any other committee member of the Stanstead Village Community Centre,

- Reporting any incidents, which have led or might lead to injury or damage to David Finch (Chair) or Gail Claydon (Parish Clerk) of Stanstead Parish Council or Roy Weedon (Chairman) or committee member of Stanstead Village Community Centre.
- Reporting any accidents or near misses; however minor to David Finch (Chair) or Gail Claydon (Parish Clerk) of Stanstead Parish Council or Roy Weedon (Chairman) or committee member of Stanstead Village community Centre.
- Using the correct tools and equipment for the job in-hand. Using the correct tools and equipment in accordance with given training and instructions
- Co-operating with any investigations, which may be undertaken with the objective of preventing re-occurrences of any incidents.

## **Communication/Consultation**

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, Stanstead Parish Council and Stanstead Village Community Centre will communicate and consult with all employees on the following issues:

- The content of this 'Health and Safety Policy'
- Any rules specific to a site or job
- Changes in legislation or any changes to employees in their 'best practice' working ethos.
- The planning of 'Health and Safety' training
- The introduction or alteration of new work equipment or technology

The communication and consultation will take place directly with the employees; via regular safety meetings, toolbox talks and memorandums.

## **Training**

All employees and volunteers are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and Safety Awareness and various company procedures for the Stanstead Parish Council and Stanstead Village Community Centre (SVCC),
- Induction training for new volunteers (Health and Safety Awareness and various company procedures for the Stanstead Parish Council and Stanstead Village Community Centre (SVCC),
- The introduction or modification of new and existing machinery or technology
- A change in an employee's or volunteer position, their working activity or their current responsibility within the Stanstead Parish Council and Stanstead Village Community Centre (SVCC), (Including all events, activities and working environments assessing risks relating to Health and Safety with instructions /training to specific areas of activities and working environments)

Training is specifically provided for work with hazardous substances, use of Personal Protection Equipment (PPE) and manual handling. Any training provided by Stanstead Parish Council and/or Stanstead Village Community Centre (SVCC) will be formally recorded, minutes with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees, volunteers, committee members and parish councillors up to date with current legislation and the industry best practice ethos.

## **Emergencies**

It is Stanstead Parish Council and Stanstead Village Community Centre's policy to consider, fire hazards within the workplace.

All employees have a 'duty of care' to conduct their operations in such a way, as to minimize the risk of fire.

This involves compliance with 'No Smoking Policy', keeping combustible materials separate from the source of ignition and avoiding unnecessary accumulation of combustible materials.

Stanstead Parish Councillors and Parish Clerk, committee members, volunteers or any other person holding a supervisors' role in an event and/or activities are responsible for keeping their operating areas safe from fire, ensuring that their staffs are trained in proper fire prevention practices and emergency procedures.

The Fire Responsible Person will ensure that escape routes are checked if the Community Centre is in use and keep a record of staff, councillors, committee member, contractors, subcontractors, members of the community centre, visitors, and any other members of the public on site.

Fire extinguishers are maintained and checked annually by responsible person.

An emergency evacuation will be tested once every six months.

### **ACTION TO BE TAKEN UPON DISCOVERING A FIRE**

- Do not try to tackle the fire yourself (unless trained to do so,)
- Activate the nearest fire alarm to raise the alarm.
- Leave the building by the nearest fire exit and proceed to the muster point.
- Do not re-enter the building for any purpose until all clear has been given.

### **ACTION UPON HEARING THE FIRE ALARM**

- Stop working and calmly leave the building by the nearest fire exit.
- Go directly to the muster point and await instructions.
- Do not leave the muster point until all clear is given.
- Do not re-enter the building for any purpose until all clear is given.

FULL DETAILS OF FIRE PROCEDURES, POLICIES ARE IN:

- Fire Risk Assessment
- Arrangements for Evacuation
- FIRE EMERGENCY PLAN

## **Staff Welfare**

Wherever possible arrangements will be made for the use of Welfare facilities at the Stanstead Community Centre under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site,
- Eating/rest facilities accessible on site,

Where access to welfare facilities is not provided, (by Stanstead Parish Council and Stanstead Village Community Centre) suitable welfare facilities will be provided. (For example; in the occurrence and/or event that welfare facilities are not available (i.e. due to 'Out of Order' and awaiting repairs) suitable facilities would be provided with portable toilet hire)

## **Work Equipment**

All work equipment (including electrical equipment) used at work, as part of Stanstead Parish Council and Stanstead Village Community Centre undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment by the parish council, an assessment will be made by Mr David Finch (Chair) and Parish Clerk of Stanstead Parish Council

and/or by

Before new equipment is introduced into the working environment by the Community Centre, an assessment will be made by Mr Roy Weedon (Chairman) and/or by elected committee members of Stanstead Village Community Centre (SVCC)

in order to ascertain that the equipment is suitable for its' intended use.

No employee, volunteer, contractor, subcontractor, and any other member of the public will use work equipment for which they have not received specific training.

No employee, volunteer, contractor, subcontractor, and any other member of the public will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice ethos. Any maintenance or inspections undertaken on Stanstead Parish Council or Stanstead Village Community's equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to you're the supervisor, committee member, parish councillor or Parish Clerk.

## **Personal Protective Equipment (PPE)**

Appropriate personal protective equipment will be issued to employees, as and when necessary, for their working activities.

Training will be provided for employees, volunteers, committee members, contractors, subcontractors, parish councillors, parish clerk and/or any other relevant party on the safe use, storage of the relevant equipment prior to issue and maintenance of the relevant equipment prior to issue. A written record detailing what Personal Protective Equipment (PPE) has been issued will be signed by the employees, volunteers, and any other parties on receipt of the equipment. The hard copy of this record will be kept on file.

Employees, volunteers, contractors, sub-contractors, and any other relevant parties have a legal duty to wear the Personal Protective Equipment (PPE) as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of the Personal Protective Equipment (PPE) must be reported to the Parish Clerk if relating to the Stanstead Parish Council and a committee member of the Stanstead Village Community Centre.

## **First Aid and Accident Reporting**

Adequate first aid provision will be made at every place of work occupied by Stanstead Village Committee Centre or by Stanstead Parish Council.

Each first aid box shall always be suitably marked and be easily accessible to all employees, hirers of the community centre, volunteers, and other members of the public; when they are at work, volunteering or activities relating to the Stanstead Village Community Centre and Stanstead Parish Council.

This is the sole responsibility of Stanstead Village Community Centre and committee, and the First Aid Responsible Person will be elected by the Stanstead Village Community Centre committee and be recorded in minutes and displayed within the Stanstead Village Community Centre's building.

First Aid Box is behind the bar and another First Aid Box is required in the kitchen.

If the bar is not opened and the Stanstead Village Community Centre building is use, first aid facilities must be available and within date.

On Project Sites – wherever possible arrangements are made with clients/principal contractors, to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

Stanstead Parish Council and Stanstead Village Community Centre does not have any 'company vehicles' – Therefore there is no requirement to have a first aid box located in the glove box.

### **The Appointed First Aid Responsible Person: Gail Claydon Parish Clerk for Stanstead Parish Council**

**And**

### **The Appointed First Aid Responsible Person: will need to be provided for Stanstead Village Community Centre (SVCC) with adequate signage on display within the Community Centre**

All accidents MUST be reported to either Mr David Finch (Chair) and/or Gail Claydon (Parish Clerk) of which relate to activities adhering to the Stanstead Parish Council:

All accidents MUST be reported to Roy Weedon or any other committee member of which relate to activities adhering to the Stanstead Village Community Centre and their activities:

and the details recorded in the accident book (held at the bar or another one should be provided to hiring of the hall, when the bar is not in use). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible, after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified after the incident which caused the following injuries, as soon possible.

- any work-related injury that leads to an employee being absent from work for more than 3 working days
- fracture other than to fingers, thumbs, or toes.
- amputation.
- dislocation of the shoulder, hip, knee, or spine.
- loss of sight (temporary or permanent).
- chemical or hot metal burn to the eye or any penetrating injury to the eye.
- injury resulting from an electric shock or electrical burn leading to
- unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- any other injury: leading to hypothermia, heat-induced illness, or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.



All accidents / incidents relating to the parish council will be investigated by Mr David Finch (Chair) or Gail Claydon (Parish Clerk) / Health and Safety Co-ordinator / Representative with the following objectives relating to Stanstead Parish Council.

All other accidents / incidents will be investigated by Mr Roy Weedon (Chairman) / Health and Safety Co-ordinator / Representative with the following objectives relating to Stanstead Village Community Centre.

- To determine the cause(s) with a view to preventing a recurrence
- To gather information for use in any criminal or civil proceedings
- To confirm or refute a claim for industrial injury benefit.
- To prepare notification to be made to the Health and Safety Executive

The degree of investigation will be dependent on the seriousness of the accident. The aim of the investigation will be to seek to answer the following questions.

- WHAT caused the accident?
- WHO was involved?
- WHEN did it occur?
- WHY did it occur?
- HOW could it have been prevented?
- HOW can a recurrence be prevented?

## **Hazardous Substances (COSHH)**

Before any hazardous substances are used during a work process, a Material Safety Data Sheet (MSDS) will be requested from the supplier. An appropriate assessment will be made of the risks from that substance which will be undertaken by the Health and Safety Co-ordinator / Representative; in line with the Control of Substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, and aspects of use, exposure, Personal Protective Equipment (PPE) requirements, workers health, and emergency actions.

Mr David Finch (Chair) and Gail Claydon (Parish Clerk) will brief staff, volunteers and any other relevant parties on any hazard or substance precautions relating to activities of the parish council; with written records being located in an accessible location for the Parish Council.

Mr Roy Weedon (Chairman) will brief staff, volunteers and any other relevant parties on any hazard or substance precautions relating to activities of the community centre; with written records being located in an accessible location for the Stanstead Village Community Centre.

An inventory of all substances and materials hazardous to health is held at the Stanstead Village Community Centre behind the bar and copies should be sent to the Stanstead Parish Council if required to do so.

## **Manual Handling**

Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and the Stanstead Parish Council and Stanstead Village Community Centre will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by.

- reducing weights
- reducing the frequency of manual handling
- the use of additional manpower
- through the provision of suitable equipment to assist in the operation
- the selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.

## **Co-operation and Coordination**

Employees, volunteers, and any other relevant parties will always familiarise themselves with procedures when first attending site, in particular general site access, emergency procedures and high-risk work activities including permit to work systems. Site procedures and specific instructions will be followed at all times.

Before commencing work, the site supervisor will attend any site meetings or inform other trades working in the direct vicinity of the activities of the Stanstead Parish Council and Stanstead Village Community Centre of the specific risks and requirements of the work being undertaken.

## **Risk Assessments**

In relation to activities of the parish council Mr David Finch (Chair)/Gail Claydon (Parish Clerk), and in relation to activities of the Stanstead Village Community Centre, Mr. Roy Weedon, will carry out and record formal risk assessments if required to do so, and/or obtain risk assessments from contractors / subcontractors.

No major building work, installations or alterations should be completed on the premises unless there has been approval from Stanstead Parish Council.

Minor Repairs of which are responsible from the Stanstead Village Community Centre and committee should be completed by a competent person. Risk Assessments and Method Statement should be provided to the Stanstead Parish Council, if required.

In addition, risk assessments are carried out continuously by employees, subcontractors, contractor and any other relevant parties throughout their work.

Hazards must be considered and working methods established to minimize the risk of injury to themselves and others affected by their work. Where the employee does not have sufficient knowledge about a specific hazard, such as working in a confined spaces; they will take further advice from the H&S Co-ordinator / Representative, if required.

In relation to activities of the parish council David Finch (Chair) and Gail Claydon of the Stanstead Parish Council ensure that operators are provided with appropriate instruction and training on risk assessments.

In relation to activities of the community centre, Roy Weedon (Chairman) of the Stanstead Village Community Centre ensures that operators are provided with appropriate instructions and training on risk assessments.

## **Policy review**

This 'Health and Safety Policy' will be kept up-to-date, particularly as the business changes in nature and size.

Ensuring that the 'Health and Safety Policy', is kept up to date it will be reviewed annually, or it may be deemed necessary to reviewed earlier, if there are any significant changes which effect the policy becoming out-of-date.

In addition, reviews of risk and COSHH assessments and site safety inspections etc. will take place from time to time.

A copy of the Health and Safety Policy will be submitted to Stanstead Village Community Centre and Stanstead Village Community Centre will have their own Health and Safety Policy

<b>Signed:</b> signed hard copy retained on file	<b>Date:</b> 27.11.23
<b>Name:</b> Mr David Finch	<b>Position:</b> Chair of Stanstead Parish Council
<b>Next review Date:</b> July 24 unless any major changes in legislation apply.	