

of the Council Meeting of Hartley Wintney Parish Council held at 7.30pm on Monday, 12th June 2023 to which Councillors were summoned to attend, at the Lucy Pygott Centre.

PRESENT: Cllr Stuart Elborn (Chairman), Cllr Diana Harvey, and Cllr Chris Cornwell.

IN ATTENDANCE: Karyn Reid (Executive Clerk) and County Cllr Tim Davies

It was noted by Cllr Elborn that the meeting was not quorate due to exceptional circumstances. The Executive Clerk reviewed the agenda and confirmed to Council Members that prior approval via the annual budget and agreed projects had been received, where required.

23/24PC 23. OPEN FORUM

No members of the public were present.

23/24 PC 24. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Roger Robertson, Cllr Steve Airton, Cllr Peter Gee, District Cllr Crampton and District Cllr Spencer Farmer.

23/24 PC 25. DISPENSATIONS UNDER S33 OF THE LOCALISM ACT (2011) & DECLARATIONS OF INTEREST:

No interests were declared.

23/24 PC 26. WARD MEMBERS REPORT

County Cllr Tim Davies shared details on the ongoing HCC & HDC consultations.

C.Cllr Davies has a meeting with HCC cabinet member to raise the issues on A30 and expects to be able to discuss concerns on the A323.

All Cllrs raised concerns and discussed the delay on solving the various road issues. It was AGREED C.Cllr Davies would contact Highways and organise an onsite meeting to explain their processes.

Concerns over breach of planning regulations on the NERO Brewery site were raised, and D.Cllr Southern requested contact details of complaint to take forward at HDC.

ACTION: Executive Clerk to forward details of the complaints received and sent to HDC.

Cllr Elborn thanked all for their participation.

23/24PC 27. APPROVAL OF MINUTES, ACTIONS LOG & PARISH OFFICE REPORT. (Attached)

Chairman Cllr Cornwell proposed approval of the minutes of the Full Council meeting on 5th June 2023, seconded by Cllr Harvey and **AGREED by all.**

Items noted from the Action Log included.

HDC Management / Engagement Plan – Cllr Cornwell noted that he was informed by HDC Countryside that HWPC can go forward with the ten-year plan that has been circulated, this is still ongoing.

The new training program for all Cllr is held for this moment, until new Cllrs are co-opted. As suggested by the Executive Clerk on the last meeting and agreed by all.

The Executive Clerk informed that the parking solutions of the End Bay is an issue of Highways, and this is ongoing.

The Executive Clerk noted that there was no Parish Office Report for this meeting.

23/24 PC 28. PARISH COUNCIL FINANCE

i) Payment listings (attached)

Cllr Cornwell proposed approval of the payments listing; seconded by Cllr Harvey. **AGREED by all.**

ii) Receive quotes for works to Appleton Hall (agreement in principle)

The Executive Clerk talked through the works as per the invoices and that no immediate spend was required however it may become necessary as the year progresses.

23/24 PC 29. PARISH COUNCILLOR MATTERS

i) To approve the following Policies: Volunteer Policy, Adult Safeguarding Policy, Children & Young Persons Policy, Equal Opportunities Policy, Health & Safety Policy / Procedure

Cllrs discussed the policies circulated and made some minor amends to text / grammar.

Cllr Elborn proposed accepting the policies, seconded by Cllr Harvey **AGREED by all.**

ACTION: Deputy Clerk to update documents and publish on website.

ii) To receive the amended Public Participation & Conduct at Parish Council Meetings (attached)
Cllrs **AGREED** the amends as proposed at the 5th June 2023 meeting.

iii) Discuss HDC LCWIP (circulated)
Nothing to be added.

iv) To receive Ponds update (circulated)
Cllr Cornwell reported that a draft of the lease agreement will be received soon.

23/24PC 30. CONFIDENTIAL PARISH COUNCIL MATTERS

Members will be invited to discuss and/or take a vote on Applicants for Co-option to Hartley Wintney Parish Council, if applicable

Cllrs discussed the next steps for encouraging applications for new Cllrs. It was **AGREED** that more adverts / posters will be circulated over the Summer with a closing date of 25th August with the aim to co-opt at the September Full Council meeting.

ACTION: Draft and circulate posters advertising PC vacancies.

23/24PC 31. CHAIRMAN'S ANNOUNCEMENTS, PARISH COUNCILLOR MATTERS

No announcements were made.

23/24 PC 32. CORRESPONDENCE & DATES OF MEETINGS

To review and agree which meetings are to take place in July & August:

Planning Committee – Monday 10th July at 7.00pm

Finance Committee – Monday 17th July at 7.00pm

Planning Committee – Monday 14th August at 7.00pm

There being no further business the new chairman thanked all participants at the meeting and closed the meeting at 9.26 pm.



Chairman

6/9/23

Date

Appendices

- Actions Log
- Payments Listing
- Public participation & conduct at Parish Council meeting 2023

Abbreviations used in these minutes: Cllr ~ Councillor, HCC ~ Hampshire County Council, HDC ~ Hart District Council, HWPC ~ Hartley Wintney Parish Council

Actions Log – Full Council

Date/ Minute Ref. Action

PARISH COUNCIL ACTIONS

Date/ Minute Ref.	Initials	Action	Update
06.06.22 22/23PC 19	KR/LW/CC	Continue discussion between HWPC, HDC Cllrs and HDC Countryside Team regarding a sensible and appropriate plan of action for the common land area. MANAGEMENT PLAN	ONGOING
07.11.22 22/23PC 59.	KR	Training dates for W/C 21/11 and 28/11 to be circulated to the Councillors.	AWAIT CO-OPTED CLLRS
22/23 PC 73.	KR	UPDATE – New training programme for all Cllrs Investigate parking solutions of end bay with HDC.	ONGOING
06.02.23 22/23PC 81	PO	Publish details / plans for Fireworks once confirmed	ONGOING
05.06.23 22/23PC 17.	KR	Amend the wording and circulate to all Cllrs at the next meeting.	COMPLETED

WARD / COUNTY MEMBER ACTIONS

09.04.22 20/21PC 108 & 22/23PC 58.	TD	20 IS PLENTY SCHEME HCC Cllr Davies to reflect the request for a 20mph blanket speed limit on all appropriate roads in the Parish	
06.06.22 22/23PC 18.	TD	REGULAR MEETING SET UP HH / HDC / HWPC	
03.10.22 22/23PC 49 & 22/23PC 58	TD	CRICKET GREEN LANE / FLEET ROAD SPEEDING TRAFFIC Extend 30MPH past development on Fleet Road and past the bend on A323. Safety concerns due to drivers speeding up on the bend of Cricket Green Lane as leaving Village creating hazards to junction	
07.11.22 22/23PC 58.	TD	POOR CONDITION OF ROADS THROUGHOUT VILLAGE ESP. BRACKNELL LANE / FLEET ROAD – WEIR ROAD ADDED 09.05.23 TD confirmed priority for works was A roads, B roads, side roads and then country lanes.	
	TD	BLOCKED DRAINS / CULVERTS - BACKNELL LANE / DITCHES AT CRICKET GREEN / DILLY LANE – BOTTLE LANE & YORK ROAD, MOUNT PLEASANT ADDED 03.04.23	
09.05.23 23/24PC 6.	TD	PATHWAYS ALONG PHOENIX GREEN & MURREL GREEN HAS BEEN ADDED TO WORKS PLAN	
03.06.23 23/24PC 18.	TD	RE; OVERGROWN HEDGE ALONG HAYWARDEN PLAYGROUND – RAISED ON FIX MY STREET	

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HARTLEY WINTNEY PARISH COUNCIL

PUBLIC PARTICIPATION AT PARISH COUNCIL MEETINGS 2023

Meetings of the Parish Council are not public meetings, but members of the public have a statutory right to attend meetings of the council as observers. They have no legal right to speak unless the Parish Council Chairman invites them to do so, however, as part of its community engagement, HWPC may offer an agenda item, specifically for public participation, when members of the public are invited to speak. This is called Open Forum and will usually take place at the start of the meeting.

HWPC may also invite representatives of the Community, including elected members of the Parish such as District and County Councillors, to attend the meetings and set aside an agenda item specifically for their participation. This item is noted as Ward Members' Report and will be restricted to no more than twenty minutes.

After Ward Members have made their representation to the Council, District and County Councillors may remain in attendance however will only participate in discussions at the invitation of HWPC Chairman. District & County Cllrs will also observe the below guidance.

All public attendees of Parish Council meetings;

1. must not be involved in the decision-making of the Council.
2. are welcome to stay for the Council meeting after items Open Forum and Ward Members' Report as observers but will not be able to join in the discussion unless invited to do so by the Chairman.
3. may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence (e.g. staffing matters, tenders for contracts, some legal issues).
4. will be limited to 5 minutes to make a representation, unless otherwise indicated by the Council. If more than one member of the public wishes to speak on the same topic then they should nominate one person to speak on their behalf. This will avoid duplication and make the best use of the public participation period.
5. must submit any written statements and requests for representation to the Parish Clerk no later than 12pm on the day of the meeting.
6. should not pressure for an immediate response to comments made under Open Forum or Ward Members' Report. The Chairman has the right to question any statement or query which may be inappropriate.
7. do not have a right to force items onto the agenda nor to insist on how matters are recorded in the minutes.
8. may expect a brief summary of topics raised at Open Forum/Ward Members' Report to be included in the minutes of that meeting, however libellous, offensive and discriminatory comments will not be minuted.
9. can expect that if the issue is on the agenda then it will be discussed under the appropriate item, however the Chairman may request agreement from Parish Councillors to bring that item forward.
10. will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates others.
11. Must ensure that all statements, questions and responses must be related to the facts of the matter and not be personal in nature. There should be no reference to personal views of any person / group.

Please note that offensive or threatening behaviour will not be tolerated. If a member of the public interrupts the proceedings of any meeting, the Council reserves the right to curtail the contribution of that person and exclude a disorderly person.

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DATE	SUPPLIER	AMOUNT	DETAILS
03.07.23	COPY CARE	£ 48.00	B&W COPIER - INV 38326 & 38217
03.07.23	RICHARD THORPE FIRE SAFETY	£ 81.84	TEST FIRE EXT. AT LPC - INV E42339
03.07.23	BLUCANDO	£ 261.60	MONTHLY IT SUPPORT JULY 23 - INV12902
03.07.23	LARKSTEL	£ 1,046.40	WASTE COLLECTION & PLAYGRD INSP JUNE23 - INV0802
03.07.23	BLUCANDO	£ 197.12	MS LICENCES JUNE 23 - INV12789
03.07.23	ELVETHAM ESTATES	£ 600.00	PL RENT TO 31.08.23 - INV8967
03.07.23	PEAR TECHNOLOGY	£ 288.00	MAPLINK & SUPPORT FOR BG SOFTWARE TIL 30.06.24 - INV138383
03.07.23	WINDOW CLEANER	£ 15.00	CLEAN CORONATION SNOW WINDOW
03.07.23	WINCHFIELD LANDSCAPES	£ 162.00	LPC MOW JUNE 23 - INV002097
03.07.23	DETECT FIRE SAFETY	£ 150.00	FIRE WARDEN / EVENT TRAINING - INV00196
03.07.23	GM HANDYMAN	£ 425.00	WORKS AT LPC - INV1009
03.07.23	D COATES EXP	£ 110.69	FUEL FOR BUS - FUEL CARD ERROR
03.07.23	NEIL CURTIS	£ 170.00	INTERMENT FEE - INV2818
03.07.23	VHC	£ 179.50	OVER 55 FORUM - INV954
03.07.23	CJH CEANING	£ 572.18	TOILET CLEANING JUNE 23 - INV173
03.07.23	AUBERGINE	£ 36.00	WEBSITE DOMAIN RENEWAL - INV11345
		£ 4,343.33	

HARTLEY WINTNEY PARISH COUNCIL

POLICY NAME Children and Young People Safeguarding Policy
POLICY NO/REF HWPC XXX
EFFECTIVE DATE/FC July 2023
APPROVAL
DATE OF LAST REVISION June 2023
VERSION NUMBER 3
LEAD COMMITTEE Policy Working Group

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Initial Issue as Interim Policy – 9 th April 2013			
2	Initial Issue as Interim Policy – 22 nd January 2018 Adopted by Full Council – 5 th March 2018			
3	Reviewed by Policy Working Group – 13 th June 2023			

APPROVAL AND REVIEW

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ADDITIONAL NOTES

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POLICY STATEMENT

Everyone has a duty to safeguard children and young people.

This policy promotes good practice in safeguarding for those using Parish Council facilities.

The Parish Council will review this policy annually.

TO WHOM THIS POLICY APPLIES

This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity including contractors and their staff.

This policy also applies to any individual hiring, leasing or using the Parish Council facilities for the purpose of delivering any service to children and young people.

TERMS AND DEFINITIONS

TERM	DEFINITION
Children and young people	Anyone under the age of 18.
Safe environment	Ensuring a safe environment for children includes targeting the five major areas of safety: visibility, access, supervision and communication, transportation, and safe technology use.

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POLICY CONTENT

1. Promoting a safe environment

1.1 To promote a safe environment for children and young people, the Parish Council will:

- Provide safe facilities and will undertake regular safety assessments. Ensure that employees, Councillors and leaders of activities in the parish or in/on parish facilities, are aware of the safeguarding expectations.
- Members of staff and volunteers who have regular unsupervised contact with children and young people during the course of their duties MUST undergo appropriate Disclosure and Barring Service ("DBS") checks BEFORE commencement of such duties.
- Display on Parish Council noticeboards in the village, on the Parish Council website & in the Parish Council Office, the relevant safeguarding contacts for advice and help.

2. Expectations of behaviour

2.1 All users of Parish Council facilities, organisers of parish events and volunteers should:

- Ensure that all communications, behaviour and interaction are appropriate and professional.
- Treat each other with respect and tolerance and show consideration for other groups using the Parish Council facilities.
- Refrain from any behaviour that involves racism, sexism, homophobia, and bullying and in addition, report any instances of such behaviour to the Chair of the Parish Council, Parish Council Executive Clerk or parents/carers, as appropriate.

3. Hiring of facilities to groups for use with children or young people

3.1 The Parish Council will require the hirer to:

- Have public liability insurance.
- Have a suitable safeguarding policy and/or agree to work to the Parish Council's policy and relevant guidance.
- Ensure leaders make their members aware of the Parish Council policy and ensure that it is followed whilst using parish facilities.
- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid boxes are and how to summon help from the Emergency Services.
- Do risk assessments for individual activities.

4. Safe working practice

4.1 All users of Parish Facilities must follow/abide by the Parish Council policies and their organisations' policies and should:

- Never leave children and young people unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from their parents/carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

5. Allegations against staff and volunteers

5.1 The Parish Council should follow the procedures for managing allegations against staff/volunteers on the Hart District Council and Hampshire County Council safeguarding website.

5.2 No attempt should be made to investigate or take action before consultation with Hampshire County Council Local Authority Designated Officer (LADO):

Hampshire County Council LADO Office 01962 876364 or email child.protection@hants.gcsx.gov.uk

5.3 The Parish Council Executive Clerk is the Responsible Safeguarding Officer

6. Whistleblowing

6.1 All Parish Councillors, staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team as to how to handle such allegations.

6.2 The Parish Council must not make a judgement on whether the allegations have merit for further investigation, this decision must be for the LADO team.

7. What should be a cause for concern

7.1 Parish Council staff and volunteers should be concerned by any action or inaction, which significantly harms the physical, mental and/or emotional development of a child. Abuse falls into five main categories and can include child sexual exploitation and female genital mutilation (FGM). The categories are as follows:

1. Physical Abuse
2. Emotional/Mental Abuse
3. Sexual Abuse
4. Neglect
5. Financial Abuse/Manipulation

7.2 The Parish Council are committed to ensuring the safety of all users of our services and facilities and take our responsibilities seriously. We regularly work with other agencies and Hampshire County Council to ensure compliance with changing laws and guidelines in relation to safeguarding.

7.3 The Parish Council confirm this safeguarding policy will be updated as and when such legislative/best practice changes take place or at least annually.

8. Useful telephone numbers

HCC Children's Services
0300 555 1384 or 0300 555 1373 (out of hours)

Hampshire Police
101 or in the case of injury 999

NSPCC Child Protection Helpline
0808 800 5000

Child-Line
0800 1111

RELATED POLICIES AND OTHER REFERENCES

HARTLEY WINTNEY PARISH COUNCIL

POLICY NAME **Adult Safeguarding Policy**
POLICY NO/REF **HWPC XXX**
EFFECTIVE DATE/FC **July 2023**
APPROVAL
DATE OF LAST REVISION **June 2023**
VERSION NUMBER **2**
LEAD COMMITTEE **Policy Working Group**

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Policy Committee 15.07.2021 Full Council 06.09.2021			
2		09.06.2023	Transferred to template format	SD

APPROVAL AND REVIEW

ADDITIONAL NOTES

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POLICY STATEMENT

This Policy applies to vulnerable adults.
Everyone has a duty to safeguard vulnerable adults.
This policy outlines practices that will promote the safety of vulnerable adults using Hartley Wintney Parish Council facilities.
This policy will be reviewed in line with the Hartley Wintney Policy Working Party 'Policy Review Cycle'.
This policy applies to anyone working for or on behalf of Hartley Wintney Parish Council whether in a paid, voluntary or commissioned capacity.

TERMS AND DEFINITIONS

TERM	DEFINITION
Vulnerable adult	Anyone over 18 who is unable to care for themselves; unable to protect themselves from significant harm or exploitation; or may need community care services.

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POLICY CONTENT

1. Promoting a safe environment

1.1 In order to promote a safe environment for vulnerable adults, Hartley Wintney Parish Council wishes to promote a safeguarding culture in its premises and areas of activity. In order to achieve this, Hartley Wintney Parish Council will:

- ensure that organisations responsible for events and undertakings in the Parish Council owned premises have appropriate policies and safeguarding practices in place.
- where facilities are owned by the Parish Council, provide safe facilities and undertake regular safety assessments.
- ensure that employees and Councillors are aware of safeguarding expectations.

1.2 Employees, Councillors and volunteers all have a duty to protect vulnerable adults but are not responsible for deciding whether abuse is or has taken place. If they have concerns, these should be passed on to the authorities as detailed below as soon as possible.

2. Allegations against staff and volunteers

- 2.1 All staff should take care not to place themselves in a vulnerable position with a vulnerable adult.
- 2.2 No attempt should be made to investigate or act on any allegation before consultation with the Hampshire Safeguarding Teams (contact details below).
Hampshire County Council - 0300 555 1386
If the matter is not urgent, you can use the Hampshire County Council online form to report your concern
<https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/contact/start-a-referral>
Non- Urgent Medical advice - NHS 111 service or the adults GP if known.
Emergency - 999
Hampshire Police 101

3. Whistleblowing

- 3.1 We recognise that vulnerable adults cannot be expected to raise concerns in an environment where staff or volunteers fail to do so.
- 3.2 All staff, Councillors and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the Hampshire County Council Safeguarding Teams.

4. What should be a cause for concern

- 4.1 Staff, Councillors and volunteers should be concerned by any behaviour, action or inaction, which significantly harms the physical and/or emotional development of a vulnerable adult. A vulnerable adult may be abused by parents, other relatives or carers, professionals and their peers. Abuse can occur in any family and in any other area of society, regardless of social class, wealth or geographical location.
- 4.2 Abuse falls into five main categories:
- physical abuse
 - emotional abuse
 - sexual abuse
 - financial abuse
 - neglect
- 4.3 Staff, Councillors and volunteers who engage with vulnerable adults will have accessed appropriate training.
- 4.4 Further information about types of abuse, signs to look for and what to do if you are concerned are also available on the Hampshire County Council website
<https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/safeguarding>

RELATED POLICIES AND OTHER REFERENCES

HARTLEY WINTNEY PARISH COUNCIL

POLICY NAME Equal Opportunity Policy
POLICY NO/REF HWPC XXX
EFFECTIVE DATE/FC July 2023
APPROVAL
DATE OF LAST REVISION June 2023
VERSION NUMBER 4
LEAD COMMITTEE Staffing Committee

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Adopted by Full Council 24.04.2013	Initial Issue as Interim Policy 24.04.2013		
2	Adopted by Full Council 03.04.2017	Initial Issue as Interim Policy 20.03.2017		
3	Adopted by Full Council 04.02.2019	Reviewed at Policy Committee 21.01.2019		
4	Adopted by Full Council XXXX	Reviewed at Policy Working Group 14.06.2023	Transferred to template format	SD

APPROVAL AND REVIEW

ADDITIONAL NOTES

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POLICY STATEMENT

In accordance with the Equality Act 2010, no job applicant or employee, Councillor, volunteer or organisation/individual to which we provide services or employment will be discriminated against by us on the grounds of:

- gender (including sex, marriage, civil partnership, gender reassignment);
- race (including ethnic origin, colour, nationality and national origin);
- disability (whether mental or physical);
- sexual orientation;
- religion or belief;
- age;
- pregnancy and maternity.

TERMS AND DEFINITIONS

TERM	DEFINITION

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POLICY CONTENT

1. Compliance

1.1 The Parish Council has a legal public sector equality duty to comply with all relevant legislation aiming to promote equal opportunities and to eliminate direct and indirect discrimination, harassment and victimisation through the following:

- Opposing all forms of unlawful and unfair discrimination;
- all employees (whether part-time, full-time or temporary), volunteers, Councillors and beneficiaries will be treated fairly and with respect;
- selection for employment/volunteering, promotion, training or any other benefit will be on the basis of aptitude and ability. All selection / rejection decisions will be recorded;
- all employees/volunteers/Councillors will be helped and encouraged to develop their full potential and the talents and resources of individuals will be fully utilised to maximise the efficiency of the organisation;
- all employees/volunteers/Councillors have a legal and moral obligation not to discriminate and to report incidents of discrimination against any individual or group of individuals to the Chairman of the Council.

2. Our commitment

2.1 The Parish Council commits:

- to create an environment in which individual differences and the contributions of all our staff, volunteers, Councillors and beneficiaries are recognised and valued;
- that every employee, volunteer, member and beneficiary is entitled to be part of an environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated;
- that training, development and progression opportunities are available to all staff/volunteers;
- that equality is good management practice and makes sound sense.

3. Breach of policy

3.1 Breaches of our Equal Opportunity policy by the Parish Council whether as a body or as individual members, or its employees will be regarded as misconduct and could lead to disciplinary proceedings or membership disqualification.

4. Monitoring and review

4.1 This policy will be monitored and reviewed annually by the Policy Working Group.

4.2 The successful implementation of this policy depends on the awareness and commitment of all staff, volunteers and Councillors. Hence, all new staff, volunteers and Councillors will be made aware of its existence on joining the organisation and will be reminded they must conform on a regular basis.

RELATED POLICIES AND OTHER REFERENCES

COMPANY NAME AND ADDRESS

POLICY NAME Health and Safety Policy and Procedures
POLICY NO/REF HWPC XXXX
EFFECTIVE DATE/FC July 2023
APPROVAL July 2023
DATE OF LAST REVISION June 2023
VERSION NUMBER 4
LEAD COMMITTEE Policy Working Group

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Adopted by Full Council May 2014	Initial Issue as Interim Policy May 2013		
2	Adopted by Full Council 03.04.2017	Initial Issue as Interim Policy 20.03.2017		
3	Adopted by Full Council 05.11.2018	Reviewed by Policy Committee (no changes) 08.10.2018	No changes	
4	Adopted by Full Council -	Reviewed by Policy Working Group June 2023	Transferred to template format	SD

APPROVAL AND REVIEW

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ADDITIONAL NOTES

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POLICY STATEMENT

The Management of Health and Safety at Work Regulations 1999 (MHSWR) aims to:

Secure the health, safety, and welfare of persons at work.

Protect persons other than employees from risks at work (i.e. those living or working near the premises, and those entering the premises in the course of business).

Control the acquisition, storage, handling, transport and use of explosive, toxic or highly flammable articles and substances.

Control the emission of noxious or offensive substances from the workplace.

Under the MHSWR Hartley Wintney Parish Council (HWPC) is required to put in place arrangements to control health and safety risks. In accordance with the regulations, the following appointments apply:-

NOMINATED ROLE

HEALTH & SAFETY OFFICER - Executive Clerk

FIRST AID OFFICER - Executive Clerk

TRANSPORT OFFICER - Community Bus Administrator

FIRE OFFICER - Third Party Contractor

DRIVER-TRAINER CONTRACTOR (MIDAS) – Third Party Contractor

This policy refers to employees but also applies to volunteers and Councillors.

TERMS AND DEFINITIONS

TERM	DEFINITION
Hazard	Something with the potential to cause harm (this can include substances or machines, methods of work and all other aspects of work organisation and practice).
Risk	Expresses the likelihood or probability that the harm from a particular hazard will be realised.

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POLICY CONTENT

1. Legal requirements

Processes and procedures

1.1 HWPC will have the following processes and procedures in place to meet the legal requirements, including:

- a written Health and Safety policy.
- assessments of the risks to employees, contractors, customers, partners, and any other people who could be affected by your activities - and record the significant findings in writing (if you employ five or more people). Any risk assessment must be 'suitable and sufficient'.

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- arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures that come from risk assessment.
- access to competent health and safety advice.
- providing employees with information about the risks in your workplace and how they are protected.
- instruction and training for employees in how to deal with the risks.
- ensuring there is adequate and appropriate supervision in place.
- consulting with employees about their risks at work and current preventive and protective measures.

1.2 HWPC, so far as is reasonably practicable, is responsible to provide and maintain safe working conditions, equipment, and systems of work for all its employees, and to provide such information, training and supervision as they need for this purpose.

1.3 There is an equal duty on the individual employee and Councillors to act in such a manner as to safeguard their own health and safety and, similarly, that of other persons affected by their actions.

1.4 In addition, all employees and Councillors should have a clear understanding of their responsibilities and they must draw the attention of the coordinator, who will, when necessary, inform the Chair of the Parish Council of any concerns they may have relating to this policy.

1.5 An annual health and safety audit of all operational areas will be conducted by the Executive Clerk and members of the Policy Working Group.

Managing risk

1.6 As part of the management of risk management in the workplace and other HWPC areas of responsibility, the Council will approach the assessment of new and existing risk under the following headings

- the nature and level of the risks faced by your organisation.
- the likelihood of adverse effects occurring and the level of disruption.
- the costs associated with each type of risk.
- the effectiveness of the controls in place to manage those risks.

1.7 The Executive or Deputy Clerk will complete a Risk Assessment relating to specific areas of the premises, activities and events.

1.8 The Risk Assessment shall be an annual undertaking, or the applicable part thereof shall be undertaken at any time that new equipment, procedures are introduced and/or are substantially modified.

1.9 The Council also maintains a register of financial and non-financial risks which is reviewed by Full Council annually.

2. Responsibilities

Duties and responsibilities of the employer and nominated officers

2.1 The Full Council has overall responsibility for health and safety with the support of the Policy Working Group.

2.2 The direction of the implementation of the policy is the responsibility of the Executive Clerk and the Policy Working Group and shall include:

2.2.1 Ensuring strict compliance with all aspects of HWPC's activities that relate to the health and safety of employees and other persons.

- The health and safety policy and associated/related policies will be made available to all employees, volunteers and Councillors.

2.2.2 Maintenance of a regime of information, instruction and training for all employees to a level that enables them individually to undertake their duties, including complete accessibility for all persons to the Health & Safety File.

- Every employee shall receive adequate information, instruction, and training, that relates to their individual employment duties, so that they may:
 - i) recognise and assess the risks of their own work activities and be aware of the precautions to be observed to safeguard their own health and safety.
 - ii) carry out any work in connection with their duties effectively and in such a way so as not to expose themselves or others to the risk arising from their work.
- The Executive Clerk shall annually (or more frequently if necessary):
 - i) review the state of knowledge and training of each individual member of staff, giving regard to retraining and refresher courses for new employees, and those who may have changed duties.
 - ii) review and amend, if necessary, the arrangements and working of the internal management structure for responding to and resolving issues that arise relating to or affecting health and safety.
 - iii) obtain confirmation from all contractors and sub-contractors that their employees are sufficiently versed and competent in health and safety matters relating to the premises and the vehicles.

2.2.3 Reviewing and updating this policy in line with change in working practices or developments in the Parish or following legislative change.

2.3 The Executive Clerk shall:

2.3.1 Make such considerations and recommendations to the Policy Working Group for the appointment of a competent Health and Safety Officer.

2.3.2 Be responsible for monitoring the implementation of HWPC's practical implementation of the Health and Safety Policy, particularly to ensure that employees are and remain aware and follow the relevant working practices.

2.3.3 Maintain any records relating to health and safety, including the Accident and Incident Files.

2.3.4 Make adjustments or recommendations of procedures and arrangements relating to emergencies that might be reasonably foreseen to arise and to include contingency planning to mitigate identified consequences.

2.3.5 Report the practicable performance of the Health and Safety Policy, acting under the direction of the Full Council and liaising with the Policy Working Group.

2.3.6 Be responsible for maintaining the Health & Safety file in accordance with the HWPC Health and Safety policy and shall define and direct the duties and responsibilities of the following nominated officers:

Nominated Officer	Duties
FIRST AID OFFICER	Placement and upkeep of all first aid supplies, for the offices, workshop, and vehicles – instructions to users – an in situ first aid, etc., on the premises and checking that supplies are in date.
FIRE OFFICER	Adequate deployment, sizing, type and upkeep of all office and workshop-based fire extinguishers and related fire detection and prevention equipment – fire risk assessment.
TRANSPORT OFFICER	Installation, sizing, type and upkeep of vehicle based fire extinguishers and on-board first aid - safety hazards, and reporting all motor accidents, occurring in the course of HWPC business - for the condition of the vehicles and compliance with Section 19 of the Transport Act 1985 (as amended) as this reasonably relates to the vehicles being prepared and maintained up until the onset of the hire.

Reporting

2.4 Individual employees are required to first report any apparent deficiencies of equipment, omissions and/or malpractice to:

	Nominated Officer
Non-vehicle incidents ON and OFF the HWPC premises, vehicle incidents ON the premises, within and without business hours as such relate to the conduct of HWPC business	FIRST AID OFFICER
Incidents relating to fire and smoke within HWPC premises, including in or around vehicles parked or undergoing servicing on HWPC premises	FIRE OFFICER
Vehicle incidents occurring OFF HWPC premises	TRANSPORT OFFICER
ALL other incidents, etc.	HEALTH & SAFETY OFFICER

2.5 For incidents on or about the premises, incidents and/or accidents involving vehicles and/or users of the premises, the Nominated Officer shall enter full details of each and every report within the same

working day as it is reported in the HWPC **Incident Report File**, recording the time, date, nature of the incident and remedial action taken - each entry and remedial action taken shall be countersigned by the Executive Clerk as satisfactory within 2 working days of the date of the incident. The Incident Log Book shall be kept in the office of the Executive Clerk.

2.6 The Executive Clerk shall report upon previous incidents for the period at the next meeting of the Policy Working Group and the report and its acceptance, or otherwise, shall be recorded in the minutes of that meeting.

2.7 Where immediate changes in or revision of procedures are required, as a consequence of the incident, the Executive Clerk shall advise that it is necessary to convene a full meeting of the Policy Working Group.

Duties and responsibilities of employees and other persons

2.8 Whilst at work, each employee (and other persons involved) shall:-

- Take all care for their own health and safety, and for other persons who may be affected by their acts or omissions at work and in the workplace.
- Report to their line manager if a specific task being undertaken, is putting anyone's health and safety at serious risk.
- Co-operate with HWPC (or any other person) so far as it is necessary, to enable any duty or requirement under the MHSW Regulations to be performed or complied with.
- Not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare and/or safe operation of the premises and the vehicles.

2.9 In addition, employees should use correctly all work items provided by HWPC, in accordance with training and instructions received.

2.10 Failure to comply with these general responsibilities may lead to action being taken under the HWPC Disciplinary Procedure in accordance with the Contract of Employment.

3. Arrangements

First Aid in premises, and vehicles

3.1 The office First Aid kit is marked with a white cross on a green background and is located in the first-floor Parish Office.

3.2 All HWPC vehicles are equipped with a First Aid kit. The Community Bus complies with Passenger Carrying Vehicle Regulations.

3.3 Use of an item from any First Aid kit must be notified to the Executive Clerk who will then arrange suitable replenishment.

3.4 It is the duty of the Executive Clerk to ensure that the content of the Office First Aid Kit is always at the prescribed stock level and in date.

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3.5 It is the duty of the Executive Clerk to ensure that the content of the HWPC premises' First Aid Kit is at the prescribed stock level and in date.

3.6 It is the duty of the Community Bus Administrator to ensure that the contents of the Vehicle First Aid Kit and Fluids Kit are maintained at the prescribed stock level and in date.

Fire safety

3.7 Offices/HWPC premises - Fire extinguishers and smoke alarms are sited at the specified locations detailed in the log maintained by a Third Party Contractor.

3.8 Vehicles - Each HWPC passenger carrying vehicle is equipped with one fire extinguisher. The Driver will check the pressure reading of the fire extinguisher for compliance before any vehicle is used. No passenger vehicle is to leave the premises without a correctly pressurised fire extinguisher installed.

3.9 Servicing of fire extinguishers/smoke alarms - The Executive Clerk shall maintain the Schedule for the servicing of all fire extinguishers and smoke alarms within the Office area. This maintenance will be carried out annually by a Third Party Contractor and scheduled accordingly. It is a criminal offence for anyone to remove or tamper with a designated fire appliance.

3.10 Staff, visitors and guests - Everyone must familiarise themselves with the relevant fire evacuation routes upon entering HWPC premises.

3.11 Fire alarm - This must be activated upon leaving HWPC premises vacant.

3.12 Building or vehicle escape routes – These must not be blocked or impeded.

Procedures in the event of a fire

3.13 HWPC office or premises

- All employees, visitors and other persons in the building should immediately proceed and assemble in an orderly manner at the designated assembly point for the building.
- Evacuating personnel must not collect personal belongings.
- The Fire and Rescue Service should be summoned.
- No one must enter the building until the Fire and Rescue Service have given the 'all clear'.

3.14 HWPC vehicles

- Bring the vehicle to a safe halt at the side of the road and engage hazard warning lights.
- Instruct all passengers to evacuate and stand well clear of the vehicle and in a location that is safe from other road users.
- The fire extinguisher on the vehicle should only be deployed after passengers have evacuated, and if the operator can do so without endangering their own personal safety. If the fire is in the engine compartment, under no circumstances should the bonnet be opened. Further information can be found in the Midas Drivers Handbook.

Procedures in the event of accident/injury at work

3.15 Accidents involving the Hire Vehicle and/or Passengers -The procedure to be followed in the event of an accident involving a HWPC vehicle is set out in the Driver's information leaflet and the risk assessment for the Community Bus.

3.16 All accidents involving a HWPC vehicle, and/or passengers, whilst the vehicle is in use, are to be logged in the Accident Report Form (which is kept in the vehicle,) by the driver and filed by the Community Bus Administrator.

3.17 Accidents at the Place of Work - Although every effort will be made to ensure a safe environment, accidents can occur. Accidents and incidents occurring in the HWPC offices and/or HWPC premises shall be reported immediately to the Executive Clerk and entered in the Accident Report Book (located in the Parish Office). Allergies, illness and other such injury believed to arise at work should also be entered into the Accident Report Book by the Executive Clerk.

3.18 If any of the following occur they must be reported to the Health and Safety Executive under the RIDDOR procedures (see www.riddor.gov.uk):

Fatal accidents

Major injuries

Accidents resulting in a period of absence of more than 7 days

Injuries to the public where they have to be taken to hospital

Note: In addition, some work-related diseases and dangerous occurrences must be reported to the Health and Safety Executive.

3.19 Following any accident, the incident will be investigated to determine the root cause and whether changes need to be made to equipment, training or systems to work so that a similar situation can be prevented in the future.

4. Hazards

Hazards and risks

4.1 The MHSW require HWPC to assess the risks to employees and any others who may be affected by its undertakings – the risk to health and safety shall be maintained at an acceptable level and the consequences shall be tolerable.

4.2 New employees, employees in training, and employees carrying out unfamiliar tasks, will be supervised by an approved person. The appointment of such approved personnel shall be recommended by the Executive Clerk.

4.3 The procedures, regulations and guidance for dealing with hazardous situations, materials and equipment, etc., and risks are as follows:

Premises and equipment

4.4 When it is necessary to employ, engage or facilitate outside contractors (any other persons), the Executive Clerk shall determine, in discussion with the contractors, the following information:-

How the contractor plans to undertake the contract project, in particular, with the contractor submitting a Scheme of Health & Safety as specified by the Construction (Design and Management) Regulations 2015 and other such statute as might apply, which is to include detailed Method Statements and Risk Assessments undertaken by the contractor or its agents, and which are to include for continuing operation of the Premises, the hire vehicles and continuing occupancy of the Premises by employees and other persons, including:-

- the hazards imposed upon HWPC employees and other persons.
- the hazards that HWPC employees, etc., may create for the contractor and the works.
- the areas of HWPC premises that are to be used and/or secured by the contractor.
- as appropriate, that the contractor maintains adequate third party and public liability.
- insurance cover.

4.5 Equipment shall be tested as follows:

Services/ Equipment	Requirement	Frequency
ELECTRICAL LIGHT AND POWER SUPPLIES & SERVICES	All electrical single and three-phase, step down transformed 110v lighting and power circuits, three phase equipment, switchgear and connections thereto, and the supply and feeds throughout the premises, to be maintained and demonstrated to be of a satisfactory standard of insulation, earth continuity and safety in accord with IEE 15.	5 Years
ELECTRICAL APPLIANCES	Single phase, 240v appliances are of a satisfactory standard of insulation, earth continuity and safety and certified accordingly.	1 Year. PAT Test
WORK TOOLS	All mechanical, electrical, pneumatic, and other hand tools, etc., excepting vehicle hoist, compressor and lifting equipment.	At the discretion of the Health & Safety Officer

4.6 This information shall be recorded in the Health & Safety file.

Vehicles

4.7 Vehicle logs - the Community Bus Administrator shall maintain a separate record file for the Community Bus, of content in compliance with Section 19 of the Transport Act 1985 and all such other statute that might apply. The information relating to this compliance shall be against the mileage and date which shall be entered as follows: -

- the routine, planned maintenance and scheduled 10 weekly inspections.
- malfunctions, component and equipment failures occurring between routine maintenance works.

- all modifications rendered to any aspect of the vehicle and its equipment.
- all abuse, incidents, accidents, etc., in which the vehicle is involved during the course of its use.

4.8 Vehicle operation - HWPC employees/drivers - all employees whose job descriptions require them to be conversant with the operation of any specialist equipment fitted to a vehicle shall receive appropriate and adequate information, instruction and training. The drivers shall be responsible for providing specific instructions to special needs persons, including for the adapted fitting of safety harnesses and the appropriate means of manoeuvring a wheelchair with a person in it and securing such within the vehicle as appropriate.

4.9 Where appropriate, all drivers of a HWPC vehicle shall receive adequate information (either from their employer or HWPC), instruction and training in the skills necessary to:-

- Competently drive, manoeuvre and safely park the vehicle.
- Operate any specialist equipment fitted to the vehicle.
- Cater for persons of special needs and the young.
- Locate and use the fire fighting and first aid equipment on board.
- Secure the vehicle and its equipment.
- Safely evacuate the vehicle in the event of a breakdown or accident.
- Have read and understood the Drivers Information leaflet found in every vehicle.

4.10 Driving assessments should only be undertaken by qualified MIDAS contractors.

4.11 All drivers must be in possession of a current MIDAS certificate, First Aid Certificate, Manual Handling Certificate and have a valid, clean, driving licence with the appropriate entitlement to drive their vehicle. They will also be familiar with the HWPC Drivers Information Leaflet (located in the vehicle) and the Community Bus Risk Assessment, which is held by the Community Bus Administrator.

4.12 As a binding condition the person driving the vehicle shall:-

- Deploy the appropriate seat belt at all times that the vehicle is in motion.
- Ensure passengers in wheelchairs use the restraint systems provided.
- Ensure that all passengers deploy the appropriate seat restraint.
- Not use a mobile telephone or similar communications device whilst the vehicle is in motion.
- Carry no goods and/or substances, other than those unexceptional items assumed to be normal for the purposes of use.
- Ensure that emergency exits are unobstructed at all times.

4.13 Vehicle release for hirings - Prior to final release of the vehicle to the driver, the Community Bus Administrator or nominated staff shall record that he/she is satisfied that the driver:

- Is a fit person to drive and manage the vehicle.
- Is in possession of a valid, current Driving Licence applicable to the type of vehicle and current MIDAS certificate.
- Satisfies HWPC's insurance requirements.
- Has no physical/medical impediment that could impair safety.
- Is not under any form of medication that could impair judgement and safety.

- Is not under the influence of alcohol or likely to use recreational drugs prior to or during the period of use.

4.14 Vehicle checks prior to release - Prior to final release of the vehicle to the hirer, the Community Bus Administrator shall complete the following inspection, registering these on the DAILY CHECKLIST:-

- Correct inflation of all vehicle tyres, including the spare wheel.
- Correct functioning of the Parking Brake.
- Operation of vehicle lights, horn and turn indicators.
- Secure catchment of all doors.
- Fitting and security of all seat belts and seat rail fittings.
- Engine lubrication, oil and brake and clutch hydraulic fluids.

The above is also the legal responsibility of the driver.

Damaged, unserviceable and malfunctioning equipment

4.15 All damaged, unserviceable and/or malfunctioning work equipment shall be reported to the Clerk who will arrange for the inspection, repair, or withdrawal of the item.

4.16 Employees must not attempt to service or repair any work equipment.

Housekeeping

4.17 Under the Workplace (Health, Safety and Welfare) Regulations (WHSW) 1992, HWPC is required to provide working environment that has:

- Effective and suitable ventilation.
- A reasonable office temperature.
- Suitable and sufficient lighting.
- A clean working environment.
- Sufficient space.
- A suitable work area for each employee.
- Suitable and effective safeguards against accidents.
- Suitable and sufficient washing facilities, particularly in the immediate vicinity of every toilet.
- An accessible supply of drinking water.
- Suitable and sufficient seating, including a footrest where necessary.
- Suitable and sufficient facilities for people who eat meals at the workplace.

4.18 This means that:

- The office should be kept clean and tidy.
- The office temperature should be at least 16°C.
- Office windows should have blinds or other shading systems in good working order.
- Outside access to the building must be safe and properly maintained.
- Stairs and corridors must be unobstructed.
- All cables, leads and wires should be properly secured so that they do not constitute a tripping hazard.
- All filing cabinets, shelves and cupboards should be stable and secure.

- Doors of cupboards and drawers of desks and filing cabinets should be kept closed when not in use.
- The drawers of a filing cabinet should only be opened one at a time.
- Any spillage must be mopped up and the floor dried.
- The office should be decorated in light, matt colours.
- Food must not be left anywhere that could attract vermin or become a safety hazard.
- If canteen or rest room facilities are not provided, there must be sufficient space at workstations for employees to eat their lunch.
- The washing areas should always be equipped with soap and towels.

Dangerous substances

4.19 Under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended), HWPC must conduct a suitable and sufficient assessment of the risks to health from exposure to any hazardous substance.

4.20 This list is not exhaustive, but substances used by HWPC include the following: Tippex, photocopier toner, diesel, petrol, oil, coolant, T-cut, WD40, de-icer, glass cleaning fluids, paint, bleach and cleaning solvent. All flammable materials must be stored in the steel cabinet outside the office.

4.21 All lids/tops must be properly secured after a substance has been used. Containers of hazardous substances should be stored safely and clearly labelled in a secure place. Photocopier toner can cause eye and skin irritation. The photocopier toner cartridge should be changed in accordance with the manufacturer's instructions; in addition, vinyl or rubber gloves should be worn during this operation. Spare toner cartridges should be stored in the integral cabinet in the photocopier.

4.22 All substances should only be used for operations, and under circumstances, for which they are suitable.

Manual handling

4.23 The Manual Handling Operations Regulations 1992 (as amended) require HWPC to:

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury from those operations so far as is reasonably practicable.
- Ensure employees undertake a Manual Handling Course as part of their basic training.

4.24 The incorrect handling of loads causes large numbers of injuries and can result in pain, time off work and sometimes permanent disablement. An employee should not lift anything which s/he considers is too heavy. HWPC cannot require any employee to lift, carry or move anything heavy enough to cause injury to the employee.

4.25 In general, employees should:

- Push, not pull, a load.
- Obtain assistance if they have any doubt about their ability to move or safely lift any article or substance.
- Take extra care when carrying anything upstairs or downstairs.

- Take care when carrying dangerous substances or articles (e.g. boiling water, glass, knives etc.).
- Avoid loading work equipment unsafely and/or above eye level.
- Never sit or climb on any work equipment not designed for such purpose.

4.26 In particular, when carrying a load, employees should:

- Ensure that the proposed route is clear before starting to move.
- Adopt a good lifting posture: i.e. place the feet apart, bend from the knees, and keep the back straight.
- Lift a load in easy stages: e.g., from floor to knee and then from knee to carrying position; with the sequence reversed when setting the load down.
- Hold the load close to the body, with the heaviest side of the load next to the body.
- Ensure that the load is securely gripped.
- Ensure that the load does not obstruct the view.

4.27 When removing or replacing seats in a minibus operated by, or on behalf of, HWPC, an employee should take the following precautions:

- Ensure that they have assistance if required from another person to carry the seat.
- Where necessary, use a rubber or wooden mallet to loosen the seat in the tracking.
- Ensure that the floor where the seat is to be set down is not wet/slippery.
- Ensure that the seats are safely stored in the storage area.
- Ensure, when replacing the seats, that they are safely and securely locked in appropriate locations in the appropriate tracking.
- Ensure that when moving seats that an assistant is available if required to help place the seat in or back to the storage area.

Electrical equipment

4.28 The Electricity at Work Regulations apply to all aspects of the use of electricity within the workplace. The Regulations place duties on employers, employees and the self-employed to prevent danger.

4.29 A HWPC employee should not tamper with any electrical appliance in any way in the office.

4.30 No work should be carried out on an electrical appliance or system until after the system has been isolated from the mains electricity supply - if this is not possible, the appropriate fuse gang should be removed from the fuse board and retained by the person undertaking the repair until it is completed. It is not sufficient merely to switch off the circuit; the equipment should be completely isolated from the electrical energy source.

4.31 Electrical equipment should not be left switched on whilst unplugged.

4.32 Lighting sockets must not be left empty: a suitable bulb or fluorescent tube must be in place. Any faulty wiring, plugs, light bulbs or fluorescent tubes must be reported to the Clerk.

4.33 All electrical and electronic equipment shall be 'PAT' tested in accordance with the relevant regulations.

Smoking

4.34 Smoking or vaping is not permitted by any person on any of HWPC premises or in any HWPC vehicles

Security

4.35 HWPC must take action to protect employees against assault when handling or transporting HWPC's money or valuables. It is, therefore, recommended that employees should vary their route/time when travelling to and from the bank/post office on behalf of HWPC. Whilst awaiting banking, all HWPC money and cheque books should be kept locked in the safe.

4.36 When leaving the HWPC office unoccupied for more than a few minutes during the working day, an employee should ensure that:

- All lights are switched off.
- All electrical work equipment is switched off (unless authorised by the Executive Clerk to leave some or all of such equipment switched on).
- All taps are turned off.
- All windows are shut and window security locks are in place.
- All external doors are locked.

4.37 At the end of the working day, the key holders, in addition to the above tasks, shall ensure that the alarm system has been activated.

4.38 There may be occasions when employees are lone working, either in the Parish Office or on site. In this situation to ensure employees are as safe as possible all members of staff must ensure they:

- Comply with the HWPC lone working policy and cash handling policy.
- Have access to a working phone; for off-site workers this shall be a mobile phone.
- Have a personal safety alarm and/or siren on their person if they are working off-site.
- Outside public opening hours ensure the office door is locked.
- All windows are shut, and window security locks are in place.
- All external doors are locked if the building is not otherwise in use.

5. Training

5.1 When allocating work to employees, HWPC shall ensure that the demands of the job do not exceed the employees' ability to carry out the work without risk to themselves or others. HWPC shall take account of the employees' capabilities and the level of their training, knowledge and experience. If additional training is needed, HWPC shall determine ways in which this can be provided.

5.2 New employees shall receive basic induction training on health and safety, including arrangements for first-aid, fire and evacuation. HWPC recognises that training may be required even though an employee already holds formal qualifications.

5.3 The need for further training shall also be considered when an employee:

- Takes on new responsibilities.
- When there is a change in the work activity or in the work environment.
- When there is a change in the work equipment or systems of work in use.

6. Monitoring and evaluation

6.1 It will be necessary for HWPC to determine, from time to time, whether or not health and safety responsibilities are being discharged properly. Monitoring may take place through a number of mechanisms, including spot checks on employee behaviour, a full safety inspection, and reports to the Policy Working Group by the Executive Clerk.

6.2 Reports of all accidents, near-misses and sickness linked to work shall be monitored on a regular basis. Recommendations may follow on the need for greater safeguards, more training, or the need to change an employee's work practices. Employees shall be consulted on any proposed changes to this policy.

7. Review

7.1 The HWPC Policy Working Group shall review this policy at least once every three years from the date of adoption, or because it is necessitated by one or more of the following criteria:

- Operational experience.
- Operational change.
- Organisational change.
- New legislation.
- The publication of a new code of practice or official guidance that is relevant to HWPC 's activities.
- It is requested by a HWPC employee, Councillor or volunteer.

7.2 A request to review this policy should be made (preferably in writing) to the Chair of the Parish Council.

8. Amendments

8.1 The Policy Working Group may, having carried out a review, recommend one or more amendments to this policy.

8.2 Alternatively, HWPC employees, Councillors or volunteers, either individually or collectively, may request that this policy be amended. Such requests shall be remitted to the Policy Working Group via the Executive Clerk.

RELATED POLICIES AND OTHER REFERENCES

Hartley Wintney Parish Council

Volunteers Policy

1. Introduction

We have sites which we own and where regular maintenance is carried out by contractors, including the Burial Ground and the hedge around the allotments at Vicarage Hill.

Examples of maintenance work required, which may be suitable for volunteers to undertake, include benches and some work on ponds and in particular Hatten's and Causeway Farm ponds which we will be leasing from Hart District Council.

The Environment & Amenities Committee will decide what maintenance work is suitable for volunteers to undertake, when this will be carried out and by whom.

Health and Safety is a primary concern and consideration will be given to not only the safety of volunteers but of the general public, whose safety might be affected by any work undertaken. For each task there will be a Risk Assessment prepared and volunteers with the necessary skills sought. Where appropriate suitable training will be provided before any work is undertaken. Volunteers will be required to sign a contract setting out the precise terms on which they will undertake work for us.

2. Additional Information

For further information, please contact the Parish Council Office on 01252 845152 or admin@hartleywitney-pc.gov.uk

Amendment Record

Version 1: Initial Issue – TBA

SB

HARTLEY WINTNEY PARTISH COUNCIL

HEALTH AND SAFETY POLICY STATEMENT:

The Hartley Wintney Parish Council recognises and accepts its responsibility for providing a safe and healthy environment for Councillors, staff, volunteers, visitors and for anyone affected by its activities.

The Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained.

The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

Our statement of general policy, below, is based upon that required by virtue of the Health and Safety at Work etc. Act 1974.

The principles of the Act and its underpinning Regulations as later published are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities.
- To consult with our staff on matters affecting their health and safety.
- To provide and maintain safe equipment.
- To provide sufficient information, instruction, and supervision of staff, volunteers and visitors as far as is reasonably practical.
- To ensure all staff and volunteers are competent in their Council-related activities, and to provide adequate training as far as is reasonably practical.
- To prevent accidents and activity-related ill health as far as is reasonably practical.
- To maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides; and
- To review and revise this Policy as necessary at regular intervals, but at least annually.

Approved by Full Council - Date
Review date

SF

