

# Box Parish Council Health & Safety Policy

## Policy no. 18



Date Approved	April 26
Review Date	April 28
Committee	Buildings

# Health & Safety Policy

## Box Parish Council

### 1. Statement of Intent

Box Parish Council is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of its employees, contractors, volunteers, and members of the public who may be affected by its activities.

The Council recognises its responsibilities under relevant health and safety legislation (H&S at Work Act 1974) and will take all necessary steps to meet these obligations, providing a safe working environment across all its operations, including grounds maintenance and cemetery management.

### 2. Responsibilities

#### 2.1 The Parish Council

The Council will:

- Provide adequate resources to implement this policy
- Maintain a Parish risk register
- Ensure risk assessments are carried out and reviewed regularly
- Maintain safe plant, equipment, and systems of work
- Provide information, instruction, training, and supervision
- Ensure safe access to and from all work areas
- Enrol team members in professional training
- Audit its H&S on a regular basis

#### 2.2 Clerk to the Council

The Clerk will:

- Oversee day-to-day health and safety management
- Ensure risk assessments and safety procedures are implemented
- Maintain records of training, incidents, and inspections
- Act as the main point of contact for health and safety matters
- Ensure that the employed team have appropriate training, equipment and PPE.

#### 2.3 Grounds Team

The Grounds Team will:

- Take reasonable care for their own health and safety and that of others
- Use equipment and PPE correctly
- Report hazards, defects, and incidents promptly
- Follow safe systems of work at all times
- Maintain risk assessments for high powered tools and equipment

- Maintain a usage log to ensure that tools are used appropriately
- The OSM will act as a Fire Warden for the Pavilion

## 2.4 Contractors

All contractors must:

- Provide evidence of competence and insurance
- Comply with this policy and relevant legislation
- Submit risk assessments and method statements where required

## 3. Risk Assessment

The Council will carry out suitable and sufficient risk assessments for all activities, including grounds maintenance and cemetery operations. These will be reviewed annually or following any significant change or incident.

There is a Parish Risk Register and a series of risk assessments that are reviewed by the Fin & Gov committee on a frequent basis.

## 4. Grounds Maintenance Safety

Activities such as grass cutting, hedge trimming, tree work, and use of machinery present risks. The Council will ensure:

- Equipment is maintained and inspected regularly
- Operators are trained and competent
- Appropriate PPE (e.g. gloves, eye protection, crampons, hearing protection) is provided and used
- Safe working practices are followed, particularly near roads, public areas, and uneven terrain
- An up to date first aid kit is housed in the Workshop and Mule

## 5. Cemetery Safety

The Council recognises the sensitive and potentially hazardous nature of cemetery work. It will:

- Ensure memorial safety inspections are conducted periodically (conducted by the Chair and VC of Open Spaces).
- Maintain safe pathways and grounds
- Isolate, rope off and undertake repair of dangerous headstones, where value for money can be achieved
- Manage excavation and burial activities safely
- Provide appropriate manual handling training
- Ensure respectful and safe conduct at all times

## 6. Public Safety

As many Council sites are open to the public, the Council will:

- Clearly identify and manage hazards
- Use signage and barriers where necessary (especially in the play areas)
- Schedule high-risk work to minimise public exposure
- Respond promptly to reported hazards
- Ensure that ROSPA inspections take place annually

## 7. Legionella Control – see Appendix A

The Council acknowledges the risks associated with Legionella bacteria in water systems. To control this risk, the Council will:

- Identify and assess all water systems under its control, including public conveniences and the Pavilion
- Carry out regular risk assessments in accordance with approved guidance
- Implement a written scheme of control where required
- Ensure regular flushing, temperature monitoring, and cleaning of systems
- Arrange periodic inspection, testing, and maintenance by competent persons
- Keep accurate records of all monitoring and control measures – the OSM will record monthly water temperatures
- A formal inspection will take place every 4 years (last done in Feb 26)

## 8. Asbestos Management – see Appendix B

The Council recognises its duty to manage asbestos in any non-domestic premises it owns or occupies. It will:

- Identify premises where asbestos-containing materials (ACMs) may be present
- Arrange asbestos surveys where appropriate (last done in Jan 26)
- Maintain an up-to-date asbestos register – held by the Clerk and OSM. Guidance will be given to contractors if work is required in a suspected asbestos area.
- Assess and manage risks associated with ACMs
- Ensure that no work is carried out on ACMs without proper assessment and controls
- Provide information to employees and contractors who may be affected
- Engage licensed contractors for any necessary asbestos work

## 9. Training

The Council will ensure that all employees receive appropriate health and safety training, including:

- Induction training
- Equipment and machinery use
- Spraying of surfaces
- First Aid training (including CPR)

- Manual handling
- Hazard awareness, including COSHH
- Specialist training where required
- ROSPA – playground checks

## 10. Accident Reporting

All accidents, incidents, and near misses must be reported to the Clerk. The Council will:

- Investigate incidents to prevent recurrence
- Maintain an accident log
- Report incidents in accordance with legal requirements, directly to the Clerk.

## 11. Monitoring and Review

This policy will be reviewed 2-yearly or sooner if there are significant changes in operations or legislation.

## 12. Electrical Safety

- PAT testing is to be conducted annually, with stickers applied to devices.
- Fixed wire inspections (incl The Lodge) should be done every 5 years.

## 12. COSHH

- Hazardous substances should be identified and kept in a locked cupboard and labelled.
- Correct PPE should be used by staff.
- Control sheets for all substances should be maintained by the OSM in the Workshop – employees should be familiar with the sheets for each substance.
- The Clerk and OSM will assess risks and where necessary (spraying for example), organise employee training.

## 13. No Smoking

In and around Parish assets, there is a no smoking policy.

## 14. Display and Office Equipment

The Clerk should take steps to ensure that the Office work space and equipment is fit for purpose and a safe and comfortable work environment.

**Signed:** \_\_\_\_\_

**Position:** Chair of the Parish Council

**Date:** \_\_\_\_\_

# Appendix A – Legionella and Water Risk Management Plan

## 1. Purpose

This plan outlines the control measures and management procedures required to prevent and control the growth and spread of *Legionella* bacteria in water systems. The objective is to ensure the safety of occupants, staff, and visitors by maintaining water quality and compliance with applicable legislation and standards.

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## 2. Scope

This plan applies to all water systems on-site, including:

- Hot and cold water systems
  - Decorative fountains and water features
  - Any other aerosol-generating systems
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## 3. Legislative and Standards Compliance

This plan complies with:

- **AS/NZS 3666 Parts 1–3** (Air-handling and water systems of buildings — Microbial control)
  - **Work Health and Safety Regulations**
  - **Public Health Regulations** related to Legionella
  - Local **environmental health authority** requirements
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## 4. Roles and Responsibilities

<b>Role</b>	<b>Responsibility</b>
Building Owner / Manager	Ensure implementation and review of this plan
Responsible Person (Clerk)	Day-to-day management, record keeping, liaising with contractors
Water Treatment Contractor	Regular inspection, maintenance, and testing of systems
Maintenance Staff (OSM)	Carry out control measures, report issues
External Laboratory	Conduct Legionella and microbiological testing

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## 5. System Description

Provide a schematic or written summary of all relevant water systems, including:

- Source of water supply
- Storage and distribution (tanks, pipes, outlets)
- Areas of risk (dead legs, low-use outlets, warm zones)
- Cooling towers or other high-risk systems

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## 6. Risk Assessment

A risk assessment must identify and evaluate:

- Temperature ranges conducive to Legionella growth (20°C–45°C)
- Areas of stagnation or infrequent use
- Poorly insulated or corroded pipework
- Aerosol generation points
- Historical test results and incidents

Risk assessments must be reviewed **annually** or when major changes occur.

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## 7. Control Measures

### 7.1 Temperature Control

- Maintain hot water  $\geq 60^{\circ}\text{C}$  at storage and  $\geq 50^{\circ}\text{C}$  at outlets (55°C in healthcare).
- Maintain cold water  $\leq 20^{\circ}\text{C}$ .
- Insulate pipework to prevent heat gain/loss.

### 7.2 Flushing Regime

- Flush infrequently used outlets weekly for at least 2 minutes.
- Record all flushing activities at Changing rooms

### 7.3 Cleaning and Disinfection

- Clean and disinfect hot and cold water systems **annually** or as required.

### 7.4 Biocide / Chemical Treatment

- Maintain appropriate disinfectant levels (e.g., chlorine, monochloramine, or silver/copper ionization) where required.

## 8. Monitoring and Testing

Parameter	Frequency	Acceptable Range	Action if Out of Range
Temperature	Monthly	Cold $<20^{\circ}\text{C}$ / Hot $>50^{\circ}\text{C}$	Investigate and adjust
System check	(incl TMVs and Deadlegs)		Every 3 years

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## 9. Record Keeping

Maintain detailed records for at least **5 years**, including:

- Risk assessments
- Temperature logs
- Cleaning/disinfection reports

- Test results and corrective actions
  - Maintenance schedules
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## 10. Incident Response

If Legionella is detected or an outbreak is suspected:

1. Isolate affected system(s).
  2. Notify public health authorities.
  3. Conduct immediate disinfection.
  4. Review control measures and risk assessment.
  5. Retest before system reactivation.
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## 11. Training

All personnel involved in Legionella control must receive appropriate training on:

- Water hygiene principles
- Sampling and disinfection procedures
- Record keeping and reporting

Training should be refreshed **annually** or when significant system changes occur.

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## 12. Review and Audit

- **Annual review** of this plan or after major system changes.
- **Independent audit** every 3 years to verify compliance.
- **Records** are kept by the OSM at the Pavilion.

## ASBESTOS REGISTER & MANAGEMENT PLAN

**Site/Building Name:** Parish Buildings (Office, Chapel and Pavilion)

**Address:** The Parade, Box, SN13 8NX

**Owner/Responsible Person:** Parish Clerk

**Date of Inspection:** Nov 25.

**Assessor/Inspector Name:** Dean Hawkins,

**Next Review Date:**

### 1. Identified or Presumed Asbestos-Containing Materials (ACMs)

Item No.	Location/ Area	Material Description	Product Type	Asbestos Type (Chrysotile/Amosite/Crocidolite/Unknown )	Condition (Good / Damaged / Poor)	Friability (Friable / Non-Friable)	Risk Level (Low / Medium / High)	Sample Taken (Y/ N)	Sample ID / Lab Ref	Management Action Required	Date Action Taken	Person Responsible
1												Parish Clerk
2	Ceiling Tiles – Level 1 Corridor	Textured coating	Decorative Finish	Presumed	Good	Non-Friable	Low	N	—	Periodic inspection	—	OSM
3	Roof Sheeting	Corrugated cement sheeting	Building Fabric	Chrysotile	Fair	Non-Friable	Medium	Y	LAB-004	Label and record; monitor condition	—	Maintenance Supervisor

## 2. Summary of ACM Condition

Condition	Number of Items	Recommended Action
Good	5	Continue to monitor and inspect annually
Fair	3	Reassess every 6 months
Poor	1	Isolate and arrange removal by licensed contractor

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## 3. Asbestos Management Plan Reference

- **Location of Management Plan:** Attached to this Register
  - **Emergency Procedures:** [e.g., “If ACMs are disturbed, stop work, isolate area, contact WHS Officer immediately.”]
  - **Training Required:** H&S basic course.
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## 4. Register Review Record

Review Date	Reviewed By	Changes Made	Next Review Due
28/10/2025	Clerk	Initial register started	12/09/2026

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# ASBESTOS MANAGEMENT PLAN (AMP)

## 1. Introduction

This Asbestos Management Plan (AMP) outlines the procedures and responsibilities for managing asbestos-containing materials (ACMs) within Box Parish Council premises.

At the outset, it should be stated that the Parish buildings generally do not contain asbestos, as per the above register.

The purpose of this plan is to:

- a. Prevent exposure to airborne asbestos fibers.
  - b. Comply with relevant asbestos regulations and standards.
  - c. Ensure safe handling, maintenance, and removal of ACMs.
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## 2. Scope

This plan applies to:

- a. All employees, contractors, and visitors to the premises.
  - b. All buildings, structures, and installations under the control of Box PC.
  - c. All work that may disturb known or suspected ACMs.
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### 3. Objectives

- a. Identify and assess ACMs within the property.
  - b. Record and maintain an up-to-date asbestos register.
  - c. Implement control measures to manage the risk.
  - d. Ensure all personnel are informed, trained, and competent.
  - e. Provide emergency procedures in case of accidental disturbance.
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### 4. Legislation and Standards

This AMP complies with:

- a. “Control of Asbestos Regulations 2012 (UK)”
  - b. Health and Safety at Work legislation.
  - c. Approved Codes of Practice (ACoPs) and industry standards.
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### 5. Roles and Responsibilities

<b>Role</b>	<b>Responsibility</b>
a. <b>Duty Holder / Property Owner (Clerk)</b>	Ensures the AMP is implemented and reviewed. Maintains asbestos register. Parish Council
b. <b>Contractors / Maintenance Staff</b>	Must consult the asbestos register before work and follow safe work procedures.
c. <b>Employees</b>	Report any suspected damage or disturbance of ACMs. OSM and OSW
d. <b>Asbestos Consultant</b>	Conducts surveys, sampling, and risk assessments. Hawkins Ltd

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### 6. Identification of Asbestos

- **Survey Type:** Management.
  - **Date of Last Survey:** November 25
  - **Survey Conducted By:** Hawkins Ltd, Bristol <https://hawkinsltd.org/about-us/>
  - **Survey Findings:** see above Register
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### 7. Asbestos Register

A current register is maintained detailing:

- a. Location of ACMs
  - b. Type and condition
  - c. Risk assessment and priority score
  - d. Control measures in plac
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## **8. Risk Assessment**

Each ACM is assessed for:

- a. Condition and friability
  - b. Accessibility and likelihood of disturbance
  - c. Occupancy and maintenance activities nearby
  - d. Control actions required (e.g., encapsulation, labeling, removal)
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## **9. Control Measures**

To prevent exposure:

- a. Label ACMs clearly where appropriate.
  - b. Restrict access to high-risk areas.
  - c. Avoid drilling, cutting, or damaging ACMs.
  - d. Use licensed asbestos contractors for removal.
  - e. Conduct air monitoring when required.
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## **10. Training and Awareness**

All employees and contractors must receive:

- Asbestos awareness training. Conducted in weekly Team checks. Discussed on 3 Nov 25.
  - Task-specific training if likely to disturb ACMs.
  - Regular refreshers (at least every 12 months).
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## **11. Emergency Procedures**

If ACMs are accidentally disturbed:

- a. Stop work immediately.
- b. Evacuate and isolate the area.
- c. Inform the Responsible Officer, the Parish Clerk on [clerk@boxparishcouncil.gov.uk](mailto:clerk@boxparishcouncil.gov.uk) or 01225 742356.

- d. Arrange for air monitoring and cleanup by a licensed contractor.
  - e. Record the incident and review the AMP.
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## **12. Monitoring and Review**

- a. Visual inspections of ACMs every 12 months to confirm register.
  - b. Update asbestos register after any changes or removals.
  - c. Review AMP annually or after significant work or incidents.
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## **13. Recordkeeping**

Maintain the following:

- a. Asbestos survey reports
  - b. Air monitoring results
  - c. Waste disposal records
  - d. Contractor licenses and training records
  - e. AMP review documentation
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