



## COPYTHORNE PARISH COUNCIL

A meeting of the Personnel and Governance Advisory Committee was held via Zoom Video Conference on Thursday April 22<sup>nd</sup> 2021 starting at 11am.

Attendees: Cllrs. Simon Lucas (Chair); Steve Herra; Graham Chillcott; Jackie Rhodes  
Mr David Rigby (Parish Clerk as observer)

### **A G E N D A** (and **DRAFT** notes of discussion)

- 1. Apologies for absence**  
None
- 2. Declarations of Interest**  
None
- 3. Review of notes of previous meeting (Jan 15<sup>th</sup> 2021)**  
All present were happy that the notes of the previous meeting (attached) were accurate.
- 4. Review of work programme for the Personnel and Governance Advisory Committee through to end of March 2021.**  
Further to discussions at previous meetings it was agreed that other than those policies/procedures that our Standing Orders say should be reviewed annually all others would be reviewed every three years unless a change of/ or new legislation requires an earlier review.
- 5. Discussion of a Draft Media Policy**  
Production of this has been delayed but needs to be a priority for the 2021/22 work programme. It will include pro-active and re-active engagement with media outlets as well as involvement with social media.
- 6. Discussion of a Draft Health & Safety Policy**  
JR talked through the draft H&S policy that she has produced and a summary of activities that require Risk Assessment (both documents attached), based on guidance from the Health & Safety Executive. Consideration of the documents will take place over the next month before coming back to the P&G AC and in turn Council.
- 7. Consideration of work programme for the Personnel and Governance Advisory Committee through to end of April 2022.**  
It was agreed that areas to cover in particular should include:-  
Ongoing reviews of policies  
Media Policy  
Health & Safety Risk Assessments
- 8. Discussion of any other matters relating to the Aims and Responsibilities of the Personnel and Governance Advisory Committee.**  
None
- 9. Agree date for next meeting.**  
Friday July 23<sup>rd</sup> 2021, 11am

## **PERSONNEL & GOVERNANCE ADVISORY COMMITTEE MEETING – APRIL 22<sup>nd</sup> 2021**

### **ITEM 3 – REVIEW OF DRAFT NOTES OF PREVIOUS MEETING ON JANUARY 15<sup>th</sup> 2021**

A meeting of the Personnel and Governance Advisory Committee was held via Zoom Video Conference on Friday January 15<sup>th</sup> 2021 starting at 11am.

Attendees: Cllrs. Simon Lucas (Chair); Steve Herra; Graham Chillcott; Jackie Rhodes  
Mr David Rigby (Parish Clerk as observer)

#### **A G E N D A** (and notes of discussion)

**1. Apologies for absence**

None – Due to connection difficulties, Cllr. Rhodes joined meeting shortly after start of Item

**2. Declarations of Interest**

None

**3. Review of notes of previous meeting (Nov 19<sup>th</sup> 2020)**

All present were happy that the notes of the previous meeting were accurate

**4. Review of work programme for the Personnel and Governance Advisory Committee through to end of March 2021.**

The Clerk presented a schedule of existing Parish Council policies currently in place. Having considered the list, members felt that the P&G AC should concentrate on the following policy areas next:-

- i.) Employees work from home / Lone Working;
- ii.) Health & Safety;
- iii.) Risk assessments for tasks undertaken by staff & councillors

\*ACTION – Clerk to work with Cllr. Rhodes on bringing drafts for a least some of these new policies to the next P&G AC meeting.

It was also suggested that the Clerk should review all policies on a rolling three year programme unless legislation dictated that a more frequent review was required.

**5. Discussion of any other matters relating to the Aims and Responsibilities of the Personnel and Governance Advisory Committee.**

Cllr. Lucas suggested that we should consider the introduction of a Media Policy.

\*ACTION – Clerk to work with Cllr. Lucas on preparing a draft policy to the next P&G AC meeting for discussion.

**6. Agree date for next meeting.**

Thursday April 22<sup>nd</sup> 2021, 11am

**Meeting ended at 11.45am**

**ITEM 6 – DISCUSSION OF A DRAFT HEALTH & SAFETY POLICY**

**Copythorne Parish Council - Health and Safety Policy**

**Statement of intent**

This policy sets out the general principles and approach that the Parish Council will follow in respect of Health and Safety legislation for premises and activities for which the Council is responsible. It is the responsibility of all councillors' and employees of the council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.

The Council recognises that it has a legal duty of care towards protecting the Health and Safety of its employees and others who may be affected by the Council's activities. in accordance with the requirements of The Health and Safety at Work Act (1974), and The Management of Health and Safety at Work Regulations (1998),

The Council will make every effort to meet its responsibilities by providing as far as is reasonably practicable:

- A safe place of work and a safe working environment
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely
- Care and attention to health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

**Responsibilities for health and safety**

The Clerk will:

- Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly
- Make effective arrangements to implement the Health and Safety at Work Policy
- Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council
- Ensure that regular risk assessments are carried out of working practices and assets and maintain record of risk assessments
- Make effective arrangements to ensure that contractors or voluntary helpers working for the council comply with all reasonable Health and Safety at Work requirements.
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public
- Maintain a central record of notified accidents and take appropriate action to prevent a recurrence

All employees, contractors and voluntary helpers will:

- Take reasonable care of their own Health and Safety, use appropriate personal protective clothing and, where appropriate, ensure the appropriate First Aid materials are available

- Take reasonable care for the Health and Safety of other people who may be affected by their activities
- Report any accidents or hazardous incidents to the Clerk.

The Parish Council will:

- Take seriously its Duty of Care to employees
- Ensure that appropriate levels of insurance are in place
- Carry out risk assessments as needed
- Ensure this policy is reviewed at least annually

## **Arrangements for health and safety**

### Accidents and Near Misses

An accident or near miss must be reported to the Clerk as soon as possible. The Clerk will record any such incidents

### Risk Assessments

The Parish Council will carry out a risk assessment of all activities where a risk is involved. This Risk assessment will be reviewed annually. This risk assessment includes:

- Slips and Trips
- Manual Handling
- Working at Height
- Fire
- Hazardous Chemicals
- Lone Working
- Electrical
- Use of Hand and Power Tools

The Clerk will carry out a Workplace and DSE (Display Screen Equipment) risk assessment. This risk assessment will be reviewed annually.

### Training

All staff and Council members will have any relevant training that ensures their Health and Safety.

# Risk assessment

Copythorne Parish Council

Assessment carried out by:

Date of next review:

Date assessment was carried out:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Slips and Trips</b>	Clerk, Councillors, members of the public – All areas	<ul style="list-style-type: none"> <li>• Good lighting</li> <li>• No trailing leads or cables.</li> <li>• Walkways and paths clear of obstructions.</li> <li>• Areas of uneven ground highlighted</li> </ul>	<ul style="list-style-type: none"> <li>• Continually assess</li> </ul>	Clerk, Councillors	Ongoing	
<b>Fire</b>	Clerk, Councillors, members of the public – Copythorne Parish Hall	<ul style="list-style-type: none"> <li>• Fire Exits signs and exit routes kept clear</li> <li>• Fire fighting equipment including extinguishers</li> <li>• Electric heaters and fans switched off after use</li> </ul>	<ul style="list-style-type: none"> <li>• Fire Evacuation procedure to be communicated at all meeting where members of the public are present</li> </ul>	Chair of Council	Ongoing	
<b>Hand held/Power Tools</b>	Clerk, Councillors – cuts, burns, electric shocks – All Areas	<ul style="list-style-type: none"> <li>• Ensure everyone is experienced with the tools they use.</li> <li>• On site risks considered before and during use</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate this action to all councillors</li> </ul>	Clerk		
<b>Hazardous Substances</b>	Clerk, Councillors – injuries due to inhalation, touch or ingestion – All Areas	<ul style="list-style-type: none"> <li>• Minimal chemical usage</li> <li>• All containers clearly marked with information labels</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate this action to all councillors</li> </ul>	Clerk		
<b>Manual Handling</b>	Clerk, Councillors – back injury – All Areas	<ul style="list-style-type: none"> <li>• Use of a trolley for heavy or bulky loads when possible</li> <li>• Separate large loads into smaller loads where possible</li> </ul>	<ul style="list-style-type: none"> <li>• Manual Handling Training</li> </ul>	Clerk		

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Working at Height</b>	Clerk, Councillors - falls leading to injuries – All Areas	<ul style="list-style-type: none"> <li>• Use of ladder with handrails where possible</li> <li>• Ladder work undertaken with a second person present</li> </ul>	<ul style="list-style-type: none"> <li>• Working at Height Training</li> </ul>	Clerk		
<b>Lone Working</b>	Clerk, Councillors – injury or illness whilst alone. Aggressive situation with member of the public – All Areas	<ul style="list-style-type: none"> <li>• Another person always aware of an individuals plans and whereabouts.</li> <li>• Mobile phone available where possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate this action to all councillors</li> </ul>	Clerk		
<b>Electrical</b>	Clerk, Councillors – Electrocution and burns. Fires – All Areas	<ul style="list-style-type: none"> <li>• Defective equipment including plugs and sockets taken out of use immediately.</li> <li>• Extension Leads used as a temporary measure only</li> </ul>	<ul style="list-style-type: none"> <li>• Continually assess</li> </ul>	Clerk, Councillors		