

**SNODLAND TOWN COUNCIL**  
**HEALTH and SAFETY POLICY for Play Areas**

**PURPOSE**

This Health and Safety Policy has been written in compliance with the Health and Safety at Work etc Act 1974 to provide a clear statement of intent with respect to health and safety.

**POLICY STATEMENT**

The aim of this Policy is to provide and maintain a healthy and safe working environment and to ensure the following:

- . A safe work place is provided
- . Arrangements are in place to ensure the safety of all personnel
- . Safe working practices are identified and implemented
- . Hazards and security are assessed and addressed
- . The roles and responsibilities of employees, contractors, users and Visitors are clear
- . Personal responsibility for safety is identified

Health and safety will be regularly reviewed and actions taken to improve safety procedures and systems as appropriate.

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Chairman of Snodland Town Council

**SCOPE**

This Policy extends to all of the Town Council Play facilities namely:

- . The Recreation Grounds/Playing Fields/Play Equipment/All Weather Pitch
- . Public Open Space

**RESPONSIBILITIES**

Employees have responsibilities in relation to health, safety and security associated with the above. In addition leaders of groups and organisations using the facilities have responsibility to comply with this Policy and associated health and safety procedures and guidelines.

Individuals will be made aware of their roles and responsibilities, with the aim of ensuring that there is a commitment to maintaining a positive approach to health and safety.

**The Town Council**

The Town Council is responsible for ensuring that health and safety issues are routinely addressed by the Amenities and Recreation Committee. In addition it is responsible for authorising the Health and Safety Policy and ensuring that the Policy is regularly reviewed and formally revised as appropriate.

## **Contractors**

Contractors must be given information on and be required to comply with the Health and Safety Policy, procedures and guidelines as appropriate. Contractors must ensure that their activities comply with current Health and Safety Legislation and take reasonable care for the health and safety of themselves and others that may be affected by their actions.

## **FIRST AID AND ACCIDENT PROCEDURES**

### **1. In the Event of requiring First Aid**

- . A first aid box is kept in the All Weather Pitch office and on Council Vehicles.
- . If you require first aid and are unable to carry out first aid yourself, contact one of the Office staff, or your group leader.
- . When using first aid equipment ensure you take appropriate precautions.
- . If using first aid equipment, details must be recorded in the accident book, which is located in the All Weather pitch office and Council Offices.
- . In the event of a serious injury requiring more than first aid phone 999 and ask for the ambulance service.
  - . The nearest phone is located in the All Weather Pitch office.

#### **Actions Post Incident**

- . In the event of a serious injury the Town Clerk, Chairman of the amenities and recreation committee must be informed.
- . Personnel are required to assist the Town Clerk in investigating the incident.

### **2. In the Event of An Accident**

- . In the event of injury see the procedure for First Aid as appropriate
- . Ensure that any hazards that have caused the accident are removed to a safe location.
- . If necessary to warn others of a hazard and use warning cones available from Council general operatives.
- . In the event that a hazard cannot be made safe or warning cones are inadequate, ensure that person's are restricted from the area of the hazard.
- . All accidents must be recorded in the accident book, which is kept in the All Weather pitch office or council office.

#### **Actions Post Accident**

- . In the event of a serious accident the Town Clerk or Chairman of Amenities and Recreation Committee must be informed.
- . Personnel are required to assist the Town Clerk in investigating any serious incident.
- . Appropriate measures will be taken to ensure that wherever possible hazards are removed to minimise the likelihood of similar accidents taking place.

