

# Health and Safety Policy

Adopted: Nov 2020

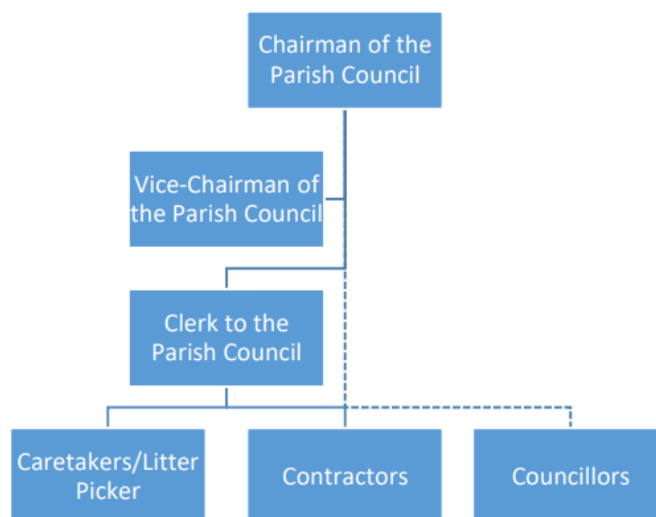
To be reviewed: Oct 2021

## **Health and Safety at Work Policy Statement**

1. 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.
2. In order to discharge its responsibilities Council will:
  - 2.1 provide an organisational structure that defines clear responsibilities for health and safety (Appendix 1)
  - 2.2 ensure that the systems and procedures relating to this Policy Statement are rigorously applied
  - 2.3 provide adequate control of the health and safety risks arising from our work activities
  - 2.4 consult with our employees on matters affecting their health and safety
  - 2.5 provide and maintain safe plant and equipment
  - 2.6 ensure the safe handling and use of hazardous substances
  - 2.7 provide information, instruction and supervision for employees
  - 2.8 provide adequate training and ensure that all employees are competent to do their tasks
  - 2.9 maintain safe and healthy working conditions
  - 2.10 satisfy itself that any organisation who is contracted to carry out work for the Council is able to demonstrate that it pays due regard to health and safety matters
  - 2.11 bring this Policy Statement to the attention of all employees and seek their co-operation in supporting management in its efforts to establish and maintain a safe and healthy working environment.
3. This Health and Safety Policy Statement and its associated organisational arrangements, systems and procedures (Appendix 2), will be reviewed at least annually and revised as necessary to reflect changes to the business activities. Any changes to the Policy will be brought to the attention of all employees.
4. It is the responsibility of all employees to co-operate in the implementation of this Health and Safety Policy within their areas of influence. You have a legal duty to ensure your own safety and the safety of others (for example, colleagues, visitors, contractors) under the Health and Safety at Work etc Act 1974. You must therefore:
  - 4.1. Comply with any safety instructions and directions issued by the Council.
  - 4.2. Take reasonable care for your health and safety and the health and safety of other persons (e.g. other employees, contractors, customers, workmen, etc.) who may be affected by your acts or omissions at work, by observing safety rules which are applicable to you.
  - 4.3. Co-operate with the Council to ensure that the aims of the Health and Safety policy are achieved and any duty or requirement on the Council by or under any of the relevant statutory provisions is complied with.
  - 4.4. Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
  - 4.5. Use equipment or protective clothing provided in accordance with the training you have received.
  - 4.6. Report any potential risk or hazard or malfunction of equipment to the Chairman.

5. Any failure by you to comply with any aspect of the Council's Health and Safety procedures, rules or duties will be treated by the Council as serious or gross misconduct.
6. You have a responsibility to observe all safety rules and to co-operate with the manager charged with responsibility for the implementation of the Council's health and safety policy to achieve a healthy and safe workplace and to take reasonable care of yourself and others.

## APPENDIX ONE – HEALTH AND SAFETY ORGANISATIONAL CHART



### 1. The Chairman to the Council (and in his absence the Vice-Chairman) will:

- 1.1. Approve the Council's Health and Safety policy annually on behalf of the Council.
- 1.2. Have overall responsibility for the Health and Safety of Council employees, contractors and volunteers.

### 2. As the Council's Safety Officer, the Clerk will:

- 2.1. Keep informed of relevant health and safety legislation.
- 2.2. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
- 2.3. Make effective arrangements to implement the Health and Safety Policy.
- 2.4. Ensure that matters of health and safety are regularly discussed at meetings of the Parish Council.
- 2.5. Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments.
- 2.6. Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements. All contractors will be required to abide by the terms of the contractors' service level agreement and specified scope of work and will be given a copy of the Council's Health & Safety Policy.
- 2.7. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- 2.8. Maintain a central record of notified accidents.
- 2.9. Act as the contact and liaison point for the Health and Safety Executive.
- 2.10. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.

### 3. All employees, contractors and voluntary helpers (including Councillors) will:

- 3.1. Comply with Codes of Practice or work instructions for health and safety.
- 3.2. Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
- 3.3. Take reasonable care for the health and safety of other people who may be affected by their activities.
- 3.4. Not intentionally interfere with safety devices or other equipment provided for health and safety.
- 3.5. Not misuse any plant, equipment tools or materials.
- 3.6. Report any accidents or hazardous incidents to the Clerk. Chairman of the Parish Council Clerk to the Parish Council Caretakers/Litter Picker Contractors Councillors Vice-Chairman of the Parish Council.

## APPENDIX TWO - ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY

### 1. GENERAL ARRANGEMENTS (COUNCIL PREMISES):

- 1.1. Any accidents, injuries or dangerous occurrences must be recorded in the accident book. Thereafter all such incidents should be brought to the attention of the Council. In the event of a serious injury or dangerous occurrence, the Chairman or in their absence the Vice-Chairman should be informed immediately.
- 1.2. A first aid box is located in the council buildings and periodic checks will be carried out to ensure the contents are adequately maintained.
- 1.3. The accident books are located with the first aid boxes.
- 1.4. The Council requires contractors working in Council premises to supply risk assessments, written method statements and Safe Systems of Work prior to starting any major works on behalf of the Council.

### 2. SMOKING:

- 2.1. This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to ensure compliance with laws that ban smoking in public places (including workplaces).
- 2.2. Smoking is prohibited throughout the entire workplace with no exceptions. This includes Council vehicles. This policy applies to all employees, consultants, customers and visitors.
- 2.3. Overall responsibility for policy implementation and review rests with the Clerk. All staff are obliged to adhere to and to facilitate the implementation of the policy.
- 2.4. The Clerk will ensure that all existing employees, consultants and contractors are aware of the policy and of their role in the implementation and monitoring of the policy. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

### 3. FIRE

- 3.1. In general, employees and users should seek to ensure good standards of housekeeping at all times. A clean and tidy workplace is less likely to be a source of fire. Any act or omission which they believe may constitute a fire risk should be immediately notified to the Caretakers, who will take the appropriate action.
- 3.2. All potential fire hazards will be identified and the risks assessed and reduced to an acceptable level.
- 3.3. Fire fighting equipment will be provided and emergency lighting and fire alarm points fitted as appropriate, following a fire risk assessment. The fire alarm will be tested at weekly intervals by activating an alarm point in rotation, such as to test every alarm point over a set period of time.
- 3.4. Fire marshalling areas will be identified and located in areas beyond any danger from fire. Employees and users will be made aware of where they have to report in case of fire. Fire alarms will be activated periodically, without prior notice.
- 3.5. Details of the Council's fire/emergency procedures and exit and assembly points, are displayed on notice boards around the Council's premises. Employees and users must familiarise themselves with the Council's emergency procedures to minimise the dangers caused by fire.
- 3.6. Employees and users must ensure that they are aware of the nearest fire exit, and its alternative, for emergency use.
- 3.7. Regular fire drills will be held to ensure the Council's fire procedures are effective and to ensure employees and users are familiar with them. These drills are important and must be taken seriously.
- 3.8. Remember:
  - On discovering a fire:
    - Raise the fire alarm;
    - Alert other people within your immediate vicinity; and
    - Do not attempt to tackle the fire unless you have been trained or you feel competent to do so
  - On hearing the fire alarm:
    - Do not delay - evacuate the premises immediately;

Do not stop to collect personal possessions;

Remain calm and proceed in an orderly manner;

Do not re-enter the premises or site until the Fire Brigade is satisfied that the premises and site are safe to re-enter.

- Under no circumstances must you put yourself or others at risk in a fire situation.