

HEALTH & SAFETY POLICY STATEMENT

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

ODELL PARISH COUNCIL

Our statement of general policy is:

- ❖ To provide adequate control of the health and safety risks arising from our work activities;
- ❖ To consult with our employee(s) on matters affecting their health and safety;
- ❖ To provide and maintain safe plant and equipment;
- ❖ To ensure safe handling and use of substances;
- ❖ To provide information, instruction and supervision for employees;
- ❖ To ensure all employees are competent to do their tasks, and to give them adequate training;
- ❖ To prevent accidents and cases of work-related ill health;
- ❖ To maintain safe and healthy working conditions; and
- ❖ To review and revise this policy as necessary at regular intervals

Signed

Chairperson

Date

21 March 2018

Review Date

March 2019

ODELL PARISH COUNCIL

HEALTH AND SAFETY POLICY

Part 1: General Policy

1.1 Statement of Intent

The aim of this policy is to ensure that the Parish Council provides a safe and healthy environment for its Councillors, employees, contractors, visitors, members of the public and other third parties who come into contact with the Parish Council's activities.

1.2 Aims and Objectives

The Parish Council is committed to providing a safe and healthy work place and working environment and will endeavour to meet the highest possible operational standards by:

- (a) Having clear health and safety responsibilities within the organisation and ensuring that everyone with responsibilities understands what they have to do to discharge those responsibilities.
- (b) Ensuring that plant, equipment and systems of work it provides or it procures from others are safe for its Councillors, its employees, the public and other third parties.
- (c) Providing safe arrangements for the use, handling, storage and transport of articles and substances.
- (d) Providing sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
- (e) Ensuring a safe place of work and safe access to it.
- (f) Ensuring a healthy working environment.
- (g) Providing adequate facilities for welfare at work.
- (h) Providing safe facilities for people with disabilities.
- (i) Ensuring and implementing an effective response to safety emergencies.
- (j) Ensuring the effectiveness of this Safety Policy and the procedures which enact it and arranging its review.

Part 2: Organisation and Arrangements

2.1 The Chairperson's Responsibility

- 2.1.1 The Chairperson must be satisfied that the overall organisation of and arrangements for the health, safety and welfare of employee(s), Councillors, members of the public and other third parties who come into contact with the Parish Council's activities are appropriate.
- 2.1.2 The Chairperson is responsible for ensuring that adequate resources are available to ensure that the Parish Council is able to fulfil its legal obligations in respect of health, safety and welfare and also for ensuring that the Parish Council has due regard to those health and safety obligations in carrying out its function.
- 2.1.3 Where appropriate the Parish Council will receive an exception report identifying any health and safety issues which need to be addressed.
- 2.1.4 The Chairperson is ultimately responsible for ensuring that the legal obligations of the Parish Council in respect of health, safety and welfare are fulfilled.
- 2.1.5 The Chairperson will ensure that appropriate advice is given on the level of resource required to ensure that responsibilities for health, safety and welfare are fulfilled through the Parish Council's management structure and that suitable and adequate arrangements, resources and feedback mechanisms are in place to implement and manage the approved policy.
- 2.1.6 Training needs for health and safety will be kept under review and the approved annual revenue budget of the Parish Council will include an allowance for training expenses.

2.2 The Parish Clerk's Responsibilities

- 2.2.1 The Clerk to the Parish Council shall have day to day health and safety responsibility to ensure the implementation of this policy within the Parish Council. The Clerk to the Parish Council will endeavour to resolve any safety concerns raised and any issues which remain unresolved must be reported to the Chairperson.
- 2.2.2 The Clerk to the Parish Council shall report health and safety matters to meetings of the Parish Council as required for their consideration in order to address safety concerns that are raised or identified.
- 2.2.3 The Clerk to the Parish Council will be responsible for ensuring that arrangements exist to reduce and monitor the health and safety risks arising from the work activities of the Parish Council, including the preparation of risk assessments and ensuring effective systems for the maintenance of plant and equipment, the safe handling and use of substances, fire and evacuation procedures, the provision of relevant health and safety information, identifying and arranging training and reporting accidents.

2.2.4 The Clerk to the Parish Council will arrange, on an annual basis, for a Health and Safety Plan to be developed for the Parish Council and implemented for the management of the health and safety on a continuing basis.

2.2.5 The Annual Health and Safety Plan must include:

- workplace inspections
- risk assessments/work instructions
- fire/evacuation review
- electrical equipment checking
- an annual report to the Parish Council

2.3 Parish Councillors Responsibilities

2.3.1 Each Parish Councillor will ensure that tasks are carried out in accordance with legal requirements, health and safety guidance, the approved Health & Safety Policy and any relevant instructions relating to health and safety. In order to achieve this each Parish Councillor shall make reference to the Health and Safety Policy and/or the Clerk to the Parish Council as appropriate.

2.3.2 Each Parish Councillor shall maintain an awareness of health and safety issues affecting the Parish Council and its employee(s) and support the implementation of arrangements for:

- (a) The safety of all equipment, plant and hazardous substances to be assessed and monitored and for the provision of adequate training and instruction in its use;
- (b) All relevant health and safety standards, advice and training to be communicated to employee(s) and others within their area of responsibility;
- (c) Programmed risk assessments for operations and processes to be undertaken and reviewed;
- (d) Workplace inspections to be carried out every six months, where relevant, and that any findings are addressed;
- (e) All accidents, dangerous occurrences, violent incidents and work related illnesses to be reported to the Clerk to the Parish Council in accordance with defined procedures.

2.4 Employee Responsibilities

2.4.1 All employees have to:

- (a) Co-operate with supervisors and managers on health and safety matters;

- (b) Not interfere with anything provided to safeguard their health and safety;
- (c) Take reasonable care of their own health and safety; and
- (d) Report all health and safety concerns to the Clerk to the Parish Council.

2.4.2 In particular employees must:

- (a) Familiarise themselves with the contents of this policy and any specific safety instructions, which apply to their area of work, all of which will have been provided to them;
- (b) Adopt safe working practices and follow safe working procedures at all times and ensure, as far as practicable, that others do so too;
- (c) Inform the Clerk to the Parish Council of any hazardous or potentially hazardous situation, which may reasonably be considered to represent a serious danger to health and safety;
- (d) Report to the Clerk to the Parish Council as soon as practicable any accident or dangerous occurrence that happens at work;
- (e) Inform the Clerk to the Parish Council of any matter, which may reasonably be considered to represent a shortcoming in the arrangements for health and safety.

2.5.3 Every employee shall, in accordance with the requirements of health and safety law, observe any instruction or requirement designed for his/her protection or that of others.

Part 3: Specific Considerations

3.1 Risk Assessments

It is the responsibility of the Clerk to the Parish Council to ensure that risk assessments are carried out and reviewed in order to comply with specific regulations and to identify and control health and safety risks.

The Clerk to the Parish Council will report the findings of the risk assessments to the Parish Council and ensure that any action required is implemented and any control measures identified in the risk assessments are communicated to any persons involved in carrying out the tasks.

Assessments will be reviewed on an annual basis or when the work activity changes, whichever is soonest.

3.2 Safe Plant and Equipment

The Clerk to the Parish Council will be responsible for identifying all equipment and plant needing maintenance and will be responsible for ensuring that effective maintenance procedures are drawn up and that all identified maintenance is implemented.

It is the responsibility of the Clerk to the Parish Council to ensure compliance with the Parish Council's policy for the identification, routine examination, testing and maintenance of all electrical systems and appliances. The Clerk to the Parish Council will ensure that the information held is accurate, as far as is reasonably practicable, and will ensure that routine examination, testing and maintenance of all electrical systems and appliances is carried out in accordance with current law and good practice.

It is the responsibility of the Clerk to the Parish Council to ensure that the requirements of the specific Display Screen Equipment (DSE) Regulations are met and that all relevant staff are provided with a comfortable working environment and training to enable them to maintain it.

3.3 Safe Handling and Use of Substances

The Clerk to the Parish Council will be responsible for identifying all substances which need a COSHH assessment, will be responsible for undertaking COSHH assessments and for ensuring that all actions identified in the assessments are implemented. The Clerk to the Parish Council will ensure that any control measures identified in the assessments are communicated to relevant employees.

Assessments will be reviewed on an annual basis or when the work activity changes, whichever is soonest.

3.4 Provision of Information, Instruction and Supervision

The Clerk to the Parish Council will arrange for the Health and Safety Law poster to be displayed in a prominent location and will respond to health and safety enquiries from its employees, Councillors, contractors, visitors, members of the public and other third parties who come into contact with the Parish Council's activities.

The Clerk will ensure that arrangements are made for the supervision and monitoring of young workers/trainees (if relevant).

3.5 Competency for Tasks and Training

The Clerk to the Parish Council will ensure that arrangements are made for induction training and job specific training and for maintaining appropriate records. The approved annual revenue budget of the Parish Council will include an allowance for training expenses.

3.6 Accident Reporting

It is the responsibility of the Clerk to the Parish Council to ensure that all accidents, dangerous occurrences, violent incidents, work related illness or near-misses are reported using an adopted procedure in order to ensure compliance with the law and the reporting of accidents, diseases and dangerous occurrences to the enforcing authority. An accident book shall be maintained for this purpose. The Clerk to the Parish Council will investigate certain instances and act on findings to prevent a reoccurrence.

3.7 Emergency Procedures

It is the responsibility of the Clerk to the Parish Council to ensure that the procedures in place for responding to fire and other emergencies are sufficient to provide for the safety of employees and others who may be affected. The Clerk to the Parish Council will ensure that all emergency systems and equipment have been identified and are subject to routine examination, testing and maintenance.

3.8 Contractors

It is the responsibility of the Clerk to the Parish Council to ensure that all personnel engaged by the Parish Council indirectly via contract arrangements follow both their own agreed safety procedures and the policies and procedures adopted by the Parish Council. This applies in relation to activities undertaken on Council premises or elsewhere on behalf of The Parish Council.

All contractors (including agency staff) working for or on behalf of the Parish Council are, therefore, to be informed of the Parish Council's Safety Policy and Procedures and, as far as is reasonably practicable, ensuring that they comply with those requirements.

3.9 Manual Handling

It is the responsibility of the Clerk to the Parish Council to ensure that training is provided for all employees, along with facilities to assist handling, in order to ensure compliance with the specific regulations and to ensure that no employee is required to take unacceptable risks.

3.10 Visitors

It is the responsibility of the Clerk to the Parish Council to ensure that all visitors, including Contractors, are wherever possible accompanied and recorded and for ensuring that appropriate arrangements are made for the security of buildings, employees, visitors and equipment. Visitors should ideally be provided with safety information commensurate with the purpose of their visit.

Part 4: Amendment History

Issue and Amendment No.	Date	Reason for Issue	Amended by

Part 5: Distribution

- 5.1 A copy of this statement of health and safety policy will be issued to all Councillors and all employees and any other person regularly working on Parish Council premises or on behalf of the Parish Council.
- 5.2 More information covering health and safety arrangements and responsibilities is available from the Clerk to the Parish Council.