

# Nether Wallop Parish Council

## HEALTH AND SAFETY POLICY

This is the Health and Safety Policy Statement of Nether Wallop Parish Council:

Nether Wallop Parish Council recognises and accepts its responsibility for providing a safe and healthy environment for its members; staff; volunteers; visitors; and for anyone affected by its activities.

The Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained. The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

Our statement of general policy, below, is based upon that required by virtue of the Health and Safety at Work etc. Act 1974. Although the Council has a single employee, the principles of the Act and its underpinning Regulations as later published are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities.
- To consult with our staff on matters affecting their health and safety.
- To provide and maintain safe equipment.
- To provide sufficient information, instruction, and supervision of staff, volunteers and visitors as far as is reasonably practicable.
- To ensure all staff and volunteers are competent in their Council-related activities, and to provide adequate training as far as is reasonably practicable.
- To prevent accidents and activity-related ill health as far as is reasonably practicable;
- To maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides; and
- To review and revise this Policy as necessary at regular intervals, but at least annually.

**Scope** - The purpose of the policy is to establish general standards for health, safety and welfare at work and to distribute responsibility for their achievement to all Employees, Contractors and Members of the Council. The Parish Council requires the Clerk, all Councillors and Contractors and Volunteers to approach Health, Safety and Welfare in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results so that the majority of Health, Safety and Welfare needs will be met from locally held budgets as part of day-to-day management, although many Health and Safety problems can be rectified at little additional cost.

**Budget** - For major additional expenditure, cases of need will be submitted to the Clerk and then to the Council. If unpredictable Health and Safety issues arise during the year, the Clerk must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues. All councillors have the responsibility of reporting any concerns. It is the policy of the Parish Council to require a thorough examination of Health, Safety and Welfare performance against established standards, at least annually. The technique to be adopted for such examinations will be a 'Safety Audit' which will be incorporated within an annual risk assessment.

**Responsibilities** - It is the Parish Council's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible. It must be emphasised that all members and officers of the Parish Council have a continual responsibility for the elimination of hazards in order to maintain a safe environment. Any hazard which is identified in the community or on Parish Council property must be reported to the Council as soon as possible. The Council will formally report hazardous or unsafe circumstances to the Clerk.

**Training** - Health and Safety training needs will be identified and planned for in the same manner as other training needs. The Parish Council will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrence. The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 to the Health and Safety Executive, shall rest with the Clerk. If further specialist advice is required, this may be obtained by the Clerk of the Council from expert individuals or bodies outside the Parish Council. The Control of Substances Hazardous to Health Regulations (COSHH) require the Parish Council to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the risk of those substances.

- The Parish Council is committed to the principles of the Working Time Regulations (1998). No member of staff or Contractor is expected to work more than 48 hours per week (including overtime) unless there are exceptional circumstances. Similarly all other requirements of the regulations e.g. in relation to breaks, night workers etc. will be complied with.
- The Health and Safety at Work Act requires each Employee, Volunteer or Contractor 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with the Council to enable them to carry out their responsibilities under the Act. The refusal of an Employee or Contractor or to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure or result in termination of a contract. In normal circumstances counselling of the Employee should be sufficient. With a continuing problem, or where an Employee leaves themselves or others open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure. Persons working for the Parish Council but who are employed by other organisations are expected to follow Parish Council Health and Safety Policies with regard to their personal safety and their method of work. This responsibility will be included in contracts or working arrangements. Similarly Parish Council employees / members working or visiting other host premises will be expected to follow the host employer's Health and Safety Policy.
- The Parish Council wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Parish Council activities will be of the highest standard. All events will be risk assessed prior to commencement and all organisers and helpers will be given copies of the Risk Assessments. Any Member, Employee or Contractor who notices persons acting in a way which would endanger others, should normally inform the Clerk or Chair of the Council. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. The Parish Council wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working for the Parish Council will be of the highest standards. In addition, Contractors and their employees have an obligation so far as is reasonably practicable to ensure all equipment, materials and premises under their control are safe and without risks to health. In tendering, Contractors will be asked to confirm they have undertaken Risk Assessments for the activities to be undertaken and that they have Public Liability Insurance.

To be reviewed and re-affirmed at the Annual Parish Council Meeting