

## Health & Safety Policy

### Statement of Intent

Wrockwardine Parish Council ('the Council') recognises and accepts its responsibilities as an employer and is committed to providing a safe and healthy working environment for employees, Members, contractors, volunteers, parishioners and others who may be affected by the activities of the Council. The Council will, so far as is reasonably practicable, establish necessary procedures and systems to implement this policy and provide the resources to fulfil this commitment. The Council will also ensure that all relevant statutory duties and obligations are satisfied, including those duties set out in the Health & Safety at Work Act 1974 and all other relevant legislation.

Where it is considered appropriate the Council will seek expert technical advice on health and safety matters to ensure safe working conditions. Arrangements will be put in place to review and report on all health and safety issues to include risk assessments of work and activities carried out by the Council or areas/premises for which the Council is responsible. The Council will ensure that sufficient information and instruction is provided for employees, contractors, and volunteers in order for them to carry out their roles safely.

### Organisation, Arrangements and Responsibilities

**The Council has overall responsibility for health and safety and its role is to:**

1. Be aware of the requirements of the Health & Safety at Work Act 1974 and other regulations relevant to the activities of the Council.
2. Implement the Health & Safety Policy.
3. Ensure that sound working practices are continuously observed.
4. Set a personal example in all matters relating to health and safety.

**The Council's Safety Officer is the Parish Clerk and their responsibility is:**

1. To oversee, implement and monitor the policy.
2. To prepare risk assessments.
3. To provide information, instruction, supervision and training in relation to their specific areas of expertise and, the investigation of accidents and incidents and the maintenance of safety records.
4. When an accident or hazardous incident occurs, to take immediate action to prevent recurrence or further accident and to complete the necessary accident reporting procedure.
5. To act as the contact and liaison point for the Health & Safety Inspectorate.
6. To advise the Council on resources and arrangements necessary to fulfil the Council's responsibilities.
7. To ensure that matters of health and safety are regularly discussed at meetings of the Council.

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8. To consider requesting contractors supply a written method statement prior to starting works.
9. To make effective arrangements to ensure contractors or volunteers working for the Council comply with all reasonable Health & Safety work requirements.
10. To ensure all contractors are given a copy of the Council's Health & Safety Policy.
11. To ensure that the work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
12. To liaise with the Council's insurers and ensure the Council is appropriately insured and/or indemnified.
13. To, as far as is reasonably practicable, keep up to date with Health & Safety legislation.
14. To check with contractors, including self-employed persons, that the contract or work to be carried out is clear and understood by them.
15. To make the contractor aware of any hazards that might be present but not obvious, e.g. electricity cables; gas pipes; water pipes.
16. To ensure that risk assessments are carried out for any/all potential hazards and held with this policy.
17. To ensure that copies of relevant risk assessments are displayed in appropriate areas.
18. To, where necessary, ensure that a point of work risk assessment is conducted for any work activity not already covered or, where an unforeseen hazard has been identified.

### **Employees and volunteers have a responsibility to:**

1. Take reasonable care for their own health and safety and that of any other person(s) who may be affected by his or her acts or omissions.
2. Report to the Parish Clerk any hazards that may present a risk to themselves or others.
3. Not allow members of the public to visit their home address. Alternative arrangements at an agreed venue should be made and, where practicable include having another officer or a councillor in attendance.

### **Volunteers with appropriate experience:**

1. May carry out less hazardous work and will be covered by the Council's insurance if they are working at the sole request of, and under the sole control of, the Council.
2. Where tools are required, they must belong to the Council or be on hire from a bona fide company. Volunteers using their own tools should have Council's consent to use them and if requested provide evidence of certification and competency training. Volunteers using their own tools in these circumstances are not covered under the Council's insurance for loss or damage.
3. Must use appropriate footwear and, if necessary, wear safety goggles.
4. Must not work at height using long ladders unless they are trained to do so and provide evidence of this training.

## **Contractors have a responsibility to:**

1. Fully co-operate with the aims and requirements of the Health & Safety Policy and comply with respective codes of practice; risk assessments; method statements and work instructions.
2. Confirm that they have their own Health & Safety Policy for their staff which is available on site.
3. Provide evidence of their own Public Liability Insurance cover including details of insurer, policy number and expiry date. There should also be an Indemnity to the Parish Council as principal.
4. Take reasonable care for their own health and safety and use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
5. Take reasonable care for the health and safety of other people who may be affected by their activities.
6. Provide evidence of being competent to carry out the work, e.g. have appropriate qualifications, references, expertise.
7. Confirm that they will not work alone on ladders at height.
8. Ensure that all plant and equipment brought onto site is safe and in good working condition, fitted with necessary guards and safety devices and with any necessary certification being made available for inspection prior to use.
9. Ensure all power tools or electrical equipment transformers; generators; extension leads; plugs and sockets comply with the latest British Standards for industrial use and are in good condition. Any such equipment must be suitably certified and with all relevant documentation being made ready for inspection as required.
10. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
11. Not misuse any plant, equipment tools or materials so as to cause risks to health and safety.
12. Report any accidents or hazardous incidents to the Safety Officer.

Before contracted work commences the contractor must:

- Provide Method Statements to the Safety Officer for all high-risk activities showing details of how the site/work will be controlled to ensure the safety of the public and the length of time the job is likely to take.
- Provide an analysis of any/all risks associated with any substance, process or work activity that may be considered hazardous to health and safety to the Safety Officer.

## **Reporting of accidents, diseases and dangerous occurrences**

The Safety Officer is responsible for reporting all accidents. The current regulation governing the notification and recording of accidents is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. These regulations require that certain prescribed events, injuries and diseases be formally reported.

In the event of an accident resulting in injury a report will be drawn up by the Safety Officer detailing:

- The circumstances of the accident including photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eye witnesses.
- The time, date and location of the incident.
- The date of the report.

All eye witness accounts will be collected as near to the time of the accident as is reasonably practicable

## **Training**

Where the Council considers it appropriate, basic awareness training will be considered for any person with specific health and safety responsibilities.

## **Monitoring & Review**

A review of the Health & Safety Policy will be on the Council's agenda for regular discussion. There will be an annual review of the Health & Safety Policy and Risk Assessments by the Safety Officer to ensure their continued validity.