

HEALTH & SAFETY POLICY

Approved October 2016
Review by September 2019
Version 2.0

1. General Statement of Intent

- 1.1 It is the policy of Warfield Parish Council to take all reasonable steps to ensure the health and safety at work of its employees and others who may come into contact with its operations. To implement this policy the Council is committed to identifying any hazards to health and safety and devising and implementing the measures to reduce the risks from them so far as is reasonably practicable.
- 1.2 All employees have a duty of care to themselves and others by avoiding hazards, preventing accidents and cooperating with the council by complying with all instructions and recommendations on health and safety.

So far as is practicable, the Council will:

- Provide adequate control of the health and safety risks arising from its work activities
 - Consult with employees on matters affecting their health and safety
 - Provide and maintain safe plant and equipment
 - Ensure safe handling and use of substances
 - Provide information, instruction and supervision for employees
 - Ensure all employees are competent to undertake their work tasks and to give them adequate training
 - Prevent accidents and cases of work-related ill health as far as is reasonably practicable
 - Maintain safe and healthy working conditions
- 1.3 This policy will be reviewed every three years or when legislative or best practice changes occur to ensure it remains effective, and any necessary amendments communicated to all employees.

2. Responsibilities

- 2.1 The overall responsibility for health and safety within the council and compliance with the requirements of the Health and Safety at Work Act 1974 and any other relevant health and safety legislation is with the Council.

2.2 The Parish Clerk is responsible for this policy being carried out at all council premises and will ensure that:

- An up to date statement of the Council's policy for health and safety is prepared and brought to the attention of all staff
- An effective management system is in place to implement the health and safety policy, by which risks will be assessed, priorities decided and objectives set for eliminating hazards and reducing risks
- Arrangements are put in place to measure, monitor and review health and safety
- All incidents, hazards and near misses, whether injury is sustained or not, are reported and investigated in accordance with council procedures. Any action to prevent recurrence is implemented as soon as is reasonably practicable
- The Parish Clerk will report any notable incidents to Health and Safety Executive and the parish council.
- That there is an effective system for communicating health and safety information throughout the organisation
- That arrangements exist for the development and review of appropriate policies, procedures and guidelines on health and safety and welfare issues
- That all appropriate staff training needs are identified and that effective arrangements exist for the training delivery
- That staff are competent to carry out the responsibilities and duties assigned to them
- That regular audits and inspections are undertaken to ensure that procedures/safe systems of work are being followed and that any shortcomings are identified and dealt with. All written records for audits/inspections are maintained accordingly.

2.3 Employees will report all incidents to the Parish Clerk.

2.4 All employees have a duty to themselves, colleagues and any person who might be affected by their actions, to work in a safe manner. Any employee who behaves in a way which endangers the health and safety of others may be subject to disciplinary proceedings and could be prosecuted. In particular, this includes:

- Taking reasonable care for the health and safety of themselves and any other person who may be affected by their acts or omissions
- Cooperating with the Parish Clerk to ensure that all relevant statutory regulations, policies and procedures are followed
- Reporting all faults, hazards, unsafe practices, accidents, adverse incidents, dangerous occurrences and near misses whether injury is sustained or not

2.5 Members of the public or groups and organisations who hire the Council's facilities have a duty of care to themselves, colleagues and any members of the public who attend the event and are present at the premises for the duration of the hire. The 'hirer' of the premises will become the Temporary Responsible Person whilst the hire takes place and will be accountable for all aspects of health and safety as prescribed within the Council's hiring terms and conditions. The hirer must abide by the following requirements:

- Familiarise him/herself with the requirements regarding the Emergency Procedure during the occupation of the building
- Report all incidents/accidents in the accident book found on site. It may be necessary to appoint a First Aider who will be present for the duration of the hire
- Assess the risks of their own event and where necessary advise the council of any action or risk management process, as is deemed necessary

Appendix 1 - Arrangements

1. The Council sees communication between staff at all levels as an essential part of effective health and safety management and will consult via team meetings. Every member of staff will be given a copy of the Council's Health and Safety Policy at induction.
2. In accordance with relevant legislation, the Parish Clerk will ensure that assessments are undertaken of the associated risks for all work activities. In accessing these risks, account will be taken of the effectiveness of existing control measures. When completing the assessment the outcomes and action plans will be made known to staff and anyone else that may be affected. A copy of all risk assessments will be kept in the main office with copies held at the Brownlow Hall and Whitegrove Community Centre.
3. All contractors engaged by the Council have a responsibility as specified in all contract documents, to carry out their work in a safe manner in respect of their own staff, subcontractors, council staff and premises, members of the public and any others who may be affected by their actions. The Council will ensure so far as is reasonably practicable, the employment of competent contractors who are able to demonstrate that they have in place management systems for safely undertaking work for which they have been employed.
4. Contractors will be advised of any required standards, site specific rules, codes of practice, procedures, rules or other guidance applicable to the work undertaken. Special care is required to ensure that these matters are covered, although nothing in contract documents can free those engaging contractors, the contractors or council staff from their own liability under health and safety legislation.
5. All accidents will be reported in an Accident Record Book. All accidents/incidents will be fully investigated and an Accident/Incident Report Form will be completed and given to the Clerk. The Clerk will report any notable accidents/incidents to the Health and Safety Executive, RIDDOR, etc.
6. Fire Risk Assessments for all of the Council's premises will be updated annually to meet the requirements as laid down under the Regulatory Reform (Fire Safety) Order 2005.
7. Fire extinguishers in all of the Council's buildings will be visually inspected every month by the Caretaker and be maintained annually by an authorised company.
8. The fire alarm systems, will be tested weekly by the Caretaker and the test recorded. The system will be maintained bi-annually by an authorised company. A fire drill shall be held by all regular users at least every six months at the Brownlow Hall and Whitegrove Community Centre and the test recorded.
9. The emergency lighting at the Brownlow Hall and Whitegrove Community Centre will be tested weekly by the Caretaker and the test recorded and tested bi-annually by an authorised company.

10. Fire Exits will be kept free from obstructions.
11. Notices will be displayed giving directions for the evacuation of buildings in the event of fire.
12. The Clerk has overall responsibility for training and will ensure appropriate training is provided for staff to enable them to discharge their responsibilities under the Health and Safety Policy.
13. Smoking is not allowed in any council building.
14. Regular audits of health and safety procedures will be carried out to ensure effective monitoring and evaluation to identify any shortcomings.
15. The Council has the responsibility to maintain all electrical equipment and the premises mains supply. This will be done by regular Portable Appliance Testing (PAT) and the testing of the mains wiring.
16. The COSHH Regulations 2002 require a risk assessment for any substances/chemicals used which are toxic or dangerous to health be undertaken and then reviewed every 5 years. COSHH Regulations are to be updated by 01 February 2017.