

Health & Safety Policy- St Enoder Parish Council

1. POLICY STATEMENT IN ACCORDANCE WITH THE HEALTH AND SAFETY AT WORK ETC. ACT 1974 SECTION 2

1.1 St Enoder Parish Council regards the promotion of health, safety and welfare as an essential objective. It therefore recognises and accepts the requirement for providing, so far as is reasonably practicable, a safe and healthy workplace and a safe working environment for employees and further accepts its responsibility for the health and safety of other people who may be affected by the Council's activities.

The Council will do everything reasonable in its power to comply with both the spirit and the letter of legal duties imposed on it, both civil and criminal, and will endeavour as far as practicable to be an example of good practice.

1.2 The Council undertakes to:

- Provide a safe and healthy working environment including safe systems of work;
- Provide a health and safety organisation to effectively manage and monitor the safety arrangements;
- Increase the awareness of all employees to the responsibility for the health and safety of themselves and others;
- Ensure a systematic approach to risk assessment and control;
- Ensure that adequate resources, including the provision of competent personnel, are available to implement this policy;
- Provide and maintain plant, equipment, tools and safely manage the circumstances in which they are used to meet appropriate statutory requirements;
- Ensure safe handling, storage and use of chemicals and substances hazardous to health;
- Ensure the provision of such information, instruction and training as is necessary;
- Ensure that all staff are aware of their responsibilities and that they cooperate to achieve these aims; and
- Report and investigate all accidents and near misses to actively prevent accidents and cases of work related ill-health.

1.3 St Enoder Council recognises that no safety policy can be successful without the active participation of employees. It will therefore make and maintain suitable arrangements for consultation on matters of health, safety and welfare.

1.4 The allocation of responsibilities for health and safety matters and the particular arrangements which will be used to implement the policy are set out in Part 2, Organisation and Responsibilities.

1.5 This policy will be kept up to date, taking into account any change in the nature of the business, the introduction of new working methods, practices and statutory instruments. To this end the policy and management systems will be reviewed at least annually by the Council.

1.6 Alternative Formats

Disability Discrimination Act 1995 – copies of this document in large print (A3 Format) or larger font size, or recorded onto tape as a ‘talking book’ can be made available for those with sight impairment on request from the Council by telephoning 01726 883614 or e-mailing clerk@saintenoderparishcouncil.org.uk

A large amount of health and safety related material is available in video and ‘talking leaflet’ formats at the Health and Safety Executive’s website www.hse.gov.uk/pubns/index.htm

1.7 Freedom of Information

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council’s Website www.saintenoderparishcouncil.org.uk and copies of this document and the Risk Assessment will be available for inspection by appointment.

2. ORGANISATION AND RESPONSIBILITIES

2.1 Overall Responsibility

The Parish Clerk has overall and final responsibility for Health and Safety.

2.2 In particular they will ensure that:

- St Enoder Parish Council’s safety policy is effectively implemented;
- Adequate resources are available for the provision of appropriate health, safety and welfare arrangements;
- The policy is regularly reviewed and where necessary amended;
- That external Health and Safety advice is sought where necessary; and
- Notifiable injuries, diseases and dangerous occurrences are reported to the enforcing authorities as required by Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

The Council will ensure that suitable training is provided so that this role is effectively discharged.

2.3 The Parish Clerk, will have a general duty of care for the staff and the responsibility for ensuring the St Enoder Parish Council's Health and Safety Policy and procedures are effectively implemented within St Enoder Parish Council.

This will include:

- Ensuring all staff receive induction training at the start of employment and appropriate training, information and instruction relevant to their duties;
- Regularly reviewing training requirements and arranging training as necessary;
- Ensuring that Risk Assessments and safe working practices are reviewed regularly and updated as necessary;
- Ensuring that safety inspections are undertaken and that defects are promptly rectified;
- Encouraging consultation and staff input on matters relating to health, safety and welfare where appropriate;
- Ensuring that all accidents are promptly reported and investigated;
- Arranging the distribution of Health and Safety information; and
- Ensure that COSHH assessments are completed and reviewed as necessary.

2.4 Where additional advice is required this will be obtained from appropriate external agencies including the Health and Safety Executive, British Safety Council, the Council's Insurers.

2.5 General Safety Responsibilities

The Parish Clerk will ensure that Statutory Risk Assessments e.g. as required by:

- The Control of Substances Hazardous to Health Regulations 1999;
- The Display Screen Equipment Regulations 1992;
- The Manual Handling (Operations) Regulations 1992;
- The Noise at Work Regulations 1989;
- The Regulatory Reform (Fire Safety) Order 2005; and
- General Risk Assessments as required by the Management of Health and Safety at Work Regulations 1999 are carried out and the content communicated to any staff affected.

In addition the Parish Clerk will ensure that:

- Statutory Risk Assessments are reviewed as necessary;
- Significant risks in the workplace are adequately controlled before starting work;
- Safe working practices are reviewed regularly and updated as necessary;
- All accidents are promptly reported, recorded and investigated;
- Information is given to Full Council on matters relating to health, safety and welfare;
- Regular inspections of the storage use and maintenance of Personal

- Protection Equipment are carried out;
- Adequate supervision is given to operations involving significant risk e.g. abnormal lifting operations; and
- Such information, instruction, training and supervision as is necessary is provided.

2.6 In addition to the above, the parish clerk will ensure that so far as is reasonably practicable:

- The use, handling, storage and transport of articles and substances are safe and without risks to health;
- Flammable liquids are stored in metal cupboards or lockers;
- Flammable materials are kept to a minimum;
- Employees and pedestrians are separated from traffic movements;
- Adequate machinery guarding is in place and used;
- Equipment is stacked safely and remains accessible;

2.7 Employees

No health and safety programme can be successful without full co-operation and participation of employees and arrangements are in place to provide for employees to be consulted on matters of Health and Safety.

Employees are encouraged to put forward ideas and suggestions to improve the Health and Safety performance. Suggestions should be made to the Parish Clerk.

Employees have a legal duty to take reasonable care for their own health and safety and that of others that may be affected by their acts or omissions. They also have a legal duty to co-operate with their employer on matters of Health and Safety, and a duty not to interfere with or misuse anything provided in the interests of health safety or welfare.

2.8 Employees will ensure that they:

- Work in accordance with the training and instructions given;
- Follow the safety arrangements and procedures established for their work activities and comply with any steps taken;
- Make use of all safety equipment, guards and Personal Protective Equipment (PPE) provided;
- Advise the Parish Clerk of any deficiencies in the health and safety arrangements that come to their attention, including faults or defects in machinery, PPE, guards and other control measures. Staff should cease using machinery which is unsafe;

- Bring to the attention of the Parish Clerk any issues of work related illness that they feel is having an effect on them, including when they are experiencing increased levels of pressure; and
- Accept opportunities for counselling and / or advice from the Occupational Health advisors when recommended. In this way employees can play their part in making the workplace healthier and safer for themselves and their colleagues.

2.9 Breaches of the safety rules or interfering with safety equipment will be treated as a serious disciplinary offence.

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