

MIDDLETON ST GEORGE PARISH COUNCIL

HEALTH AND SAFETY POLICY

1. General Statement

Middleton St. George Parish Council recognises and accepts its responsibilities:

- (a) as an employer for providing a safe and healthy working environment for its employees, voluntary helpers, contractors, hirers of Council facilities, visitors and members of the public who may be affected by the activities of the Council.
- (b) for all buildings, land and facilities belonging to the Council which will be properly managed by the Council and that the Council set up and monitor appropriate Health and Safety policies and procedures for the protection of the public.

The Council will meet its responsibilities under the Health and Safety at Work Etc Act 1974 and all associated legislation and regulations, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions

2. Organisation and Responsibilities

2.1 Parish Councillors

Parish Councillors are required to take reasonable care of their own health and safety when carrying out duties on behalf of the Parish Council and for the health, safety and welfare of employees, volunteer helpers, contractors working on the Parish Council's premises and facilities, hirers and users of its premises and facilities and members of the public who may be affected by the operations of the Parish Council.

Parish Councillors are responsible for:

- Considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- ensuring that systems of work that are safe and without risks to health.
- Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
- Providing sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- Ensuring that the culture of the Parish Council will provide for the care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities
- the implementation of the Council's Health & Safety Policy, for monitoring the administration of the Council's affairs, and ensuring that all insurance policies are in date.

The Parish Council will carry out its duties by:

- Receiving reports from the Clerk on health and safety in all its buildings and operations.
- Considering overall trends and issues likely to effect the Council.
- Monitoring the health and safety performance of the Council and compliance with legislation.
- Promoting a positive health and safety culture within the Council.
- Ensuring that adequate resources are available to discharge the Council's health and safety commitments.
- Where necessary, giving assistance to the Parish Clerk in carrying out inspections in the interests of effective Health and Safety management;
- Undertaking in conjunction with the Clerk safety inspections, investigation of accidents, incidents, near misses, and other dangerous occurrences and forward reports of legally notifiable cases of disease to the appropriate authority.

2.2 Clerk to the Parish Council

As the Council's Safety Officer, the Clerk will:

- Keep informed of relevant Health and Safety policy legislation.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.
- Make effective arrangements to implement the Health and Safety at Work Policy.
- Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council.
- Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures. Consider requesting contractors to supply a written method statement prior to starting major works. Maintain a file of risk assessments.
- Make effective arrangements to ensure those contractors hirers of Council facilities or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Council's Health and Safety at Work Policy.
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified accidents.
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence of further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Inspectorate

2.3 All Employees, and Voluntary Helpers

All employees, contractors and voluntary helpers will:

- Make themselves familiar with and conform with this policy.
- Observe safety rules at all times
- Take reasonable care for their own Health and Safety, and where required, wear protective clothing and use appropriate equipment.
- Take reasonable care for the Health and Safety of other people who may be affected by their activities.
- Report all safety hazards as a matter of urgency to the Parish Clerk
- Know the location of First Aid facilities
- Know what to do in the event of fire, or other emergency and know the location of the fire-fighting equipment
- Not misuse any equipment, tools or materials so as to cause risks to Health and Safety.
- Maintain good housekeeping at all times
- Report to the Parish Clerk, all accidents, injuries to persons and damage to vehicles / plant / equipment devices or other equipment provided for health and Safety.

2.4 Contractors

Contractors must comply with the following:

- Any contractors employed by Middleton St. George Parish Council shall be responsible for conducting themselves safely at all times and in complying with the Parish Council's Health & Safety Policy.
- Any work carried out must be fully in compliance with statutory legislation and Codes of Practice to ensure the health and safety of their own employees and others on and off site.
- All tools and equipment that they bring onto site must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary certificates must be available for checking.
- Any injury sustained whilst on site must be reported to the Parish Clerk immediately.
- All electrical equipment must have a valid Portable Appliance Test certificate.
- Contractors must provide written risk assessments and method statements where necessary, before commencing work for or on behalf of the Parish Council 5.

2.5 Visitors and Members of the Public who hire or use the Parish Council buildings and facilities

Middleton St. George Parish Council owes a duty of care to visitors and members of the public who hire or use Parish Council buildings, and facilities. Parish Councillors will ensure so far as is reasonably practicable that safe access is available and that areas are maintained in a safe condition.

2.6 The Health and Safety Executive

The enforcement agency for Local Authorities is the Health & Safety Executive. Any site visit carried out by Statutory Inspectors shall be co-ordinated with the full cooperation of Parish Councillors and any recommendations carried out as soon as reasonably practicable.

3. Arrangements for carrying out the Policy

3.1 Risk Assessments

Risk assessments will be co-ordinated by the Parish Clerk for all buildings, land, public areas and village assets controlled by the Parish Council. These assessments will be recorded, monitored and reviewed annually.

3.2 Accident Reporting

The Parish Clerk must be notified immediately if an accident occurs to anyone whilst on Parish Council business. This includes Parish Councillors, employees, voluntary workers, visitors, contractors etc. A form in the accident book must be completed and returned to the Clerk. The Parish Clerk will ensure that the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with.

Where required, accidents and near misses shall be investigated by the Parish Clerk and remedial actions recommended to the Parish Council where necessary. Where the activity which gave rise to the accident is under the control of a nominated Parish Councillor then that person shall assume the responsibilities of the Parish Clerk in the preceding paragraph.

3.3 Provision and Use of Work Equipment

If equipment provided by the employer is damaged or faulty the employee is responsible for the immediate return or report of such equipment to the employer for repair or replacement (Provision and use of Work Equipment Regulations 1998). If the equipment is lost or damaged through negligence, there is an onus on the employee to report such loss or damage immediately.

3.4. Procurement of Materials, Equipment & Contractors

Anyone who purchases or hires materials, equipment or contractors on behalf of the Parish Council must ensure that they have read and fully understand this health and safety policy. All suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required. This information must then be passed on to the Parish Clerk in order to be recorded.

3.5. Violence/Personal Safety

So as to avoid violence and aggression from members of the public or contractors, all staff should avoid getting into a confrontational situation. Always remain polite, but back off from situations that are potentially dangerous. Any incidents should be reported to the Clerk who may call the police, if it is considered necessary.

3.6. Inspections and Documentation Review

An annual inspection of village assets will be carried out and the findings recorded except the play area and playing field which will be inspected weekly. Any serious defects / items for attention must be actioned immediately.

Activity risk assessments, the health and safety policy document and all other health and safety documentation will also be reviewed annually taking into account any changes in personnel, procedural or physical changes.

4. Health and Safety Manual

The Health and Safety Manual gives the health and safety risk assessments and arrangements for all the buildings, land, facilities, land and operations of the Parish Council which supplements this Policy Statement.

5. Review of the Policy Statement

This Policy Statement will be reviewed on an annual basis by the Parish Council.

Adopted by the Parish Council on

Signed..... Date.....
Chairman of the Parish Council

Signed..... Date.....
Clerk to the Parish Council