

HEALTH, SAFETY AND WELFARE POLICY

1. STATEMENT OF GENERAL POLICY

1.1 The Parish Council fully accepts the obligations placed upon it by the various Acts of Parliament covering health, safety and welfare. The Parish Council requires its Proper Officer to ensure that the following policy is implemented and to report annually on its effectiveness.

2. MANAGEMENT ORGANISATION AND ARRANGEMENTS

Introduction

2.1 This policy has been prepared and published under the requirements of Health & Safety At Work legislation. 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 officers and members of the Council.

3. MANAGEMENT RESPONSIBILITIES

Proper Officer of the Parish Council

3.1 The Proper Officer has overall responsibility for the implementation of the Parish Council's policy. In particular he/she is responsible for ensuring that the policy is widely communicated and that its effectiveness is monitored.

Safety Officer

3.3 The Safety Officer is a nominated person responsible for co-ordinating effective health and safety policies and controls across the organisation.

3.4 The Safety Officer is responsible for:

- the production and maintenance of the Parish Council's policy and ensuring that the Guidelines are consistent with policy;
- its application;
- monitoring and reporting on the effectiveness of the policy;
- the provision of general advice about the implication of the law;
- the identification of health and safety training needs. The safety officer also acts on behalf of the Proper Officer, as the Parish Council's formal link with the Health and Safety Executive, Environment Health Departments and other external agencies;
- the production and maintenance of Health and Safety Codes of Practice for each aspect of the services within the Parish Council.

4. HEALTH AND SAFETY MANAGEMENT PROCESS

4.1 The provision of the Health and Safety at Work Act, associated Codes of Practice and E.C. Directives will be adopted as required within the Parish Council. Responsibility for Health, Safety and Welfare matters shall be explicitly stated in job descriptions.

4.2 The Parish Council requires Councillors and Officers 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.

4.3 For major additional expenditure, cases of need will be submitted to the Proper Officer.

4.4 If unpredictable Health and Safety issues arise during the year, the Proper Officer must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

5. HEALTH, SAFETY AND WELFARE GUIDELINES

5.1 It is the policy of the Parish Council to require the Proper Officer to produce appropriate Health, Safety and Welfare policies or guidelines. These should embody the minimum standards for Health, Safety and Welfare.

5.2 It shall be the responsibility of the Officers of the Parish Council to bring to the attention of all members of the Council the provisions of the guidelines, and to consult with appropriate Health and Safety representatives about the updating of these guidelines.

6. IDENTIFICATION OF HEALTH AND SAFETY HAZARDS AND PROBLEMS

6.1 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 the 'Safety Audit' which will be incorporated within annual risk assessment.

6.2 The information obtained by the Audit will be used to form the basis of the plan for the Council for the following year. Audits must be completed by July of each year.

6.3 The responsibility for ensuring that audit activity is carried out as part of this policy rests with the Proper Officer and will be carried out by the Safety Officer.

6.4 It is the Parish Council's responsibility to ensure that any deficiencies highlighted in the Audit are dealt with as speedily as possible.

6.5 In addition to carrying out Safety Audits, it is the responsibility of the Proper Officer to check, at least quarterly, all portable equipment, including electrical appliances, in their area, and to ensure that all problems are immediately dealt with.

6.6 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 working environment. Any hazard which is identified must be reported to the safety officer as soon as possible.

7. SAFETY REPRESENTATIVES

7.1 The Parish Council will support Safety Officer in carrying out their role and give all reasonable assistance. Safety Officer will be encouraged to discuss specific health and safety issues with the Proper Officer. They may also formally report hazardous or unsafe circumstances to the Proper Officer and will be formally notified of the remedial action taken or be given a reason why the action cannot be taken.

8. TRAINING

8.1 Health and Safety training shall be incorporated within annual training programmes, as part of the development of a systematic training plan. Health and Safety training needs will, therefore, be identified and planned for in the same manner as other training needs.

8.2 Four areas of need shall be given special priority:

- training for Officers and Members of the Parish Council, to equip them with an understanding of their responsibilities under this policy, and the role and purpose of safety representatives;
- training for safety representatives to enable them to discharge their function;
- training for all members of staff and Councillors to acquaint them with the main provisions of the law and its practical implication, the main features of this policy and key safety rules;
- induction and in-service training for staff at all levels to acquaint them fully with new requirements and hazards.

9. RECORDS, STATISTICS AND MONITORING

9.1 The Parish Council will operate systems for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences. Advice on systems will be provided by the Safety Officer, in conjunction, where appropriate with specialist advisory bodies for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with managers and supervisors at all levels. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Proper Officer

10. REPORTS TO THE HEALTH AND SAFETY EXECUTIVE

10.1 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 Proper Officer.

11. SPECIALIST ADVISORY BODIES

11.1 Certain bodies and the individual members of those bodies, have always had a Health and Safety role, most notably, the Health & Safety executive, or local Environmental Health Departments. If further specialist advice is required, this may be obtained by Officers of the Council from expert individuals or bodies outside the Parish Council.

12. FIRST AID

12.1 It is the policy of the Parish Council to make provision for First Aid and the training of 'First Aiders' in accordance with the First Aid Regulations (1982). The Safety Officer is responsible for ensuring the Regulations are implemented and for identifying training needs.

13. FIRE

13.1 The Proper Officer is responsible for ensuring that the staff receive adequate fire training, and that nominated fire officers are designated in all Parish Council premises.

13.2 In addition the Parish Council will nominate a Fire Officer (this may be the Safety Officer or someone external to the Parish Council)

- report and advise on the standard of fire safety in the Parish Council's premises and the

standard of fire training of its staff;

- undertake overall responsibility for fire training;
- assist in the investigation of all fires in the Parish Council's premises and to submit reports of such incidents.

14. CONDEMNATION AND DISPOSAL OF EQUIPMENT

14.1 Procedures for the, condemnation and disposal of equipment are set out in the Parish Council's Standing Financial Instructions. Officers introducing new equipment should have new equipment checked by the Safety Officer.

15. LIFTING AND HANDLING

15.1 Officers are responsible for informing staff of safe lifting techniques. The Safety Officer will identify specific training needs.

16. NON-SMOKING ON PARISH COUNCIL PREMISES

16.1 The Parish Council has agreed that there will be no smoking in its buildings. The overall aim is to reduce smoking and so save life, reduce risk of fire, prevent unnecessary illness and chronic disability.

17. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

17.1 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 must also provide and use controls to prevent exposure to substances hazardous to health; maintain controls by monitoring exposure, or by health surveillance of employees; and provide information, instruction and training for employees on all these matters. The Safety Officer is responsible for implementing these Regulations.

18. COMPUTER INSTALLATIONS AND VISUAL DISPLAY UNITS

18.1 All new computer installations must adhere to the British Standard Specifications and comply with the Health and Safety (Display Screen Equipment) Regulations 1992. All new employees operating VDUs are issued with a copy of the Health and Safety Executive Booklet entitled 'Working with VDUs'. New employees who regularly use VDUs will be required to undergo sight screening.

19. CONTROL OF WORKING TIME

19.1 The Parish Council is committed to the principles of the Working Time Regulations (1998). No member of staff 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.

20. HEALTH AND SAFETY AND THE INDIVIDUAL EMPLOYEE

20.1 The Health and Safety at Work Act requires each employee '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 management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with the Parish Council for Health and Safety at Work.

20.2 The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under the Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

21. PEOPLE WORKING ON PARISH COUNCIL PREMISES NOT EMPLOYED BY THE PARISH COUNCIL

21.1 Persons working in the Parish Council premises 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 seconded Parish Council employees working in other host premises will be expected to follow the host employer's Health and Safety Policy.

22. VISITORS AND MEMBERS OF THE PUBLIC

22.1 The Parish Council wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of visitors to Parish Council establishments will be of the highest standard.

22.2 Any member of staff who notices persons acting in a way which would endanger other staff,

should normally inform the Proper Officer. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

23. CONTRACTORS

23.1 The Parish Council wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of Contractors working in the Parish Council's establishments 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.

23.2 Contractors must also observe the Parish Council's Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition a Parish Council Manager will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other staff, or visitors at risk. Any member of staff who judges there is a risk where contractors are working, should inform their Manager immediately.

23.3 In tendering, Contractors will be asked to confirm they have a written Health, Safety and Welfare Policy. The Parish Council's Manager letting the Contract will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to invite the Contractor to tender again.