Health & Safety Policy

Adopted By COUNCIL on 17 December 2020

HEALTH AND SAFETY POLICY

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GENERAL POLICY STATEMENT

Author: Clerk

Date: 11 December 2020

1. STATEMENT OF SAFETY POLICY

It is the policy of the Council to provide and maintain as far as reasonably practical, a safe and healthy working environment (to include plant, equipment, the safe storage and handling of articles and substances, the provision of welfare facilities and systems of work) for all employees.

Through this policy, the Council intends to reduce the risk to employees and others who could be affected by work activities to as low a level as is reasonably practicable. This will be achieved through the Council's risk assessment process, as required by The Management of Health and Safety at Work Regulations 1999 R3.

1) The Council recognises the need to provide suitable and sufficient information, instruction, supervision and training to ensure that workers are competent for the health and safety of themselves, other workers and any other person who could be affected by work activities. It will enlist the support of employees toward achieving these ends and will consult with employees on matters affecting their health and safety.

2) It is the intention of this Council to take steps to minimise the number and severity of accidents and occurrences of work related ill-health.

3) The Council acknowledges the duties placed on employers towards other workers and non-employees by sections 2(3) and 2(4) of the Health and Safety at Work Regulations 1999.

4) The Council will take steps to protect the environment in the implementation of this policy.

5) The policy will be kept up to date. To ensure this, the policy and the way in which it is operated will be reviewed, annually (or more frequently if the Council's activities change in nature and size), by the Council to ensure that it complies with current Health and Safety Legislation and Codes of Practice.

Signed:……..

Designation: ……. Date: .....

2. ORGANISATION AND RESPONSIBILITIES

2.1 The Council

The Council will ensure that there is an effective policy for health and safety within areas under its control and that all liabilities are covered by adequate insurance. Further the Council acknowledges its intent to ensure sufficient resources to implement the policy are budgeted for annually.

2.2 The Clerk

The Clerk has overall and final responsibility for ensuring the provision and implementation of the Health and Safety policy and its review. The Clerk will:

1) Update the Council's health and safety policy in line with changing legislation and working practices
2) periodically appraise the effectiveness of the policy and ensure that any necessary changes are made to it
3) Ensure that sufficient resources are available to provide all necessary health and safety equipment, personal protective equipment, training and, where appropriate and as required by legislation, free health assessments.
4) Ensure that all risks are evaluated within the areas under the Council's control, relating to accidents at work, health risks, loss or damage to property, plant or equipment belonging to the Council and risks to the public through any activity of the Council.
5) Ensure that all staff under their control are aware of and comply with the safety policy
6) Ensure each new employee is given induction training, including the precautions and procedures appropriate to their specific jobs, and that adequate supervision is available, particularly when young or inexperienced employees are concerned.
7) Ensure that all persons within their charge are aware of the procedures to be adopted in case of fire.
8) Ensure that all persons within their charge know the location of the first aid facilities and who are first aiders.
9) Ensure that only safe working practices are used in order to provide maximum safety for all personnel who are within their charge.
10) Provide regular reports to the Council

2.3 Safety Officer

The Estates & Facilities Manager is the Safety Officer who will be responsible for ensuring that the health and safety policy of the Council is implemented. The responsibilities cover:

1) Assessment, control and regular monitoring of all safety aspects of the service to ensure they are kept up-to-date.
2) Ensuring that appropriate safety education and training are co-ordinated and carried out using both in house and external resources.
3) Ensuring that adequate fire protection and prevention measures are provided.
4) The maintenance of safety records.
5) Investigation of accidents and dangerous occurrences, with a view to prevention of future occurrences and to ensure that appropriate statutory notifications are properly completed.

6) Providing staff with relevant information on risks to health and safety.
7) Completion of risk assessments for all Council facilities and activities
8) Regular monitoring of all Council facilities for defects or health and safety issues and recording, reporting and acting on them.
9) Ensure that all accidents are investigated and that accident reports are completed promptly where required.

2.4 Employees, Volunteers and Elected or Co-opted Members

All employees, whether permanent or casual, volunteers and elected and co-opted members have a duty as laid down in Section 7 of the Health and Safety at Work, etc Act 1974 to:

1) Make themselves familiar with the Health and Safety Policy of the Council and health and safety literature which is posted on Notice Boards in the workplace or which is drawn to their attention by their immediate supervisor. If for any reason there is a problem with understanding these documents, the supervisor will ensure that employees understand what they contain.
2) Take reasonable practicable care for the health, safety and welfare of themselves and other persons who may be affected by their acts or omissions whilst at work.
3) Co-operate with the Council to enable it to carry out its responsibilities fully and comply with relevant statutory legislation.
4) Make full use of the appropriate safety equipment, protective clothing and safety devices provided by the Council and not intentionally or recklessly interfere with or misuse any such items.
5) Carry out all duties in accordance with training and instructions to ensure compliance with legal requirements.
6) Report any accident, dangerous or potentially dangerous situations in the workplace, unsafe practice, or systems of work, or damage to plant or equipment to their immediate supervisor.

2.5 Visitors and Contractors

1) All visitors and contractors must be informed of any hazards or dangers on Council premises, and the precautions they should take to minimise risks to their health and safety.
2) Where relevant a safety code (e.g. smoking regulations, noise, harassment, fire procedures, waste disposal, accident reporting) will be prepared and made available to visitors and contractors.
3) All contractors, hirers and users of Council facilities will be required to complete a site specific risk assessment to the Safety Officer's satisfaction and where appropriate, meet with the Officer before work begins in order to discuss how any risks to employees or visitors can be avoided/minimised, and/or oversee works to ensure Health and Safety compliance. A copy of the completed risk assessment with signatures from both parties will be kept in the Council Offices with a signed copy to be supplied to the other party.

APPENDIX A

STATEMENT OF GENERAL POLICY ON OCCUPATIONAL HEALTH AND SAFETY

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1. STATEMENT OF GENERAL POLICY ON OCCUPATIONAL HEALTH AND SAFETY

Regulation 5 of the Management of Health and Safety at Work regulations 1999 requires that appropriate arrangements be made for the effective planning, organisation, control, monitoring and review of preventative and protective measures for health and safety. The Council recognises its obligations to meet this requirement by producing a general policy Statement which is to be made available to every employee by having at least one copy in the Parish Council Offices, Hurstpierpoint. Employees will be expected to familiarise themselves with the Statement, which should be read in conjunction with the Council's Risk Management Strategy.

The Statement together with the Council's policy on health and safety will be reviewed annually and updated in accordance with any legislative changes and/or operational regulations or procedures. When this happens it shall be brought to the attention of employees.

The Health and Safety Statement and Policy documents should be read annually by all employees who are to sign the document confirming they have done so.

2. SAFETY MANAGEMENT SYSTEM

The Clerk is to ensure that a systematic approach is adopted to the management of health and safety. The system should be defined in writing and includes details relating to:

- The organisation of health and safety in the Council – duties and responsibilities of persons responsible.
- Control – management procedures, disciplinary procedures, checks and monitoring of procedures.
- Co-operation – consultation and involvement with staff, development of performance standards.
- Communication – about the policy, information about safety and how it is managed.
- Competence – training.

2.1 Objectives and Targets

Each year the Clerk will, based on the outcome of risk assessments, set specific objectives and targets to be met for continuous improvement in health and safety performance.

2.2 Risk Assessment

The safety management system should be built on a careful assessment of risks of all the activities carried out by all sections of the Council workforce. The management system should record who is responsible for carrying out assessment, what training they will receive, what system they will use, how they will record findings and how often will risk assessment s be carried out.

2.3 Measuring Performance

The Clerk is to measure safety performance against the objectives.

The safety management system is to detail the nature and extent of safety inspections.

Monitoring should involve checking the safety management system against the Council's policy

ensuring it is adequate and is being fully implemented. Reactive monitoring e.g. accident statistics, ill-health records, insurance claims, defect reports should also be measured.

2.4 Audit and Reviews

In addition to routine, regular monitoring a more formalised critical appraisal will need to be set up of all elements in the safety management system.

All components of the safety management system should be subject to review from time to time to ensure they remain valid and effective. It should consider changed factors e.g. new legislation, new working practices, availability of equipment, new personnel, audit results, etc.

Once a year the written document containing details of the safety management system, duly updated, is to be sent to the Council.

3. ASSESSMENT, CONTROL AND MONITORING

The Clerk is responsible for ensuring the Council's obligations are met in respect of assessment, control and monitoring of:

- HEALTH AND SAFETY ADMINISTRATION – including the appointment and support of competent persons, basic documentation and records.
- EMERGENCY PROCEDURES – accidents, first aid, exit and exit routes, evacuation procedures, fire.
- GENERAL RISKS AND CONTROLS – manual handling, display screen equipment, personal protective equipment, portable electrical appliances, managing visitors, work equipment, slips trips and falls, substances hazardous to health.
- PREMISES MANAGEMENT – electricity, gas and water supply, the work environment, lifts and mechanical lifting equipment, ladders, waste disposal, vehicle inspection and maintenance.

3.1 Risk Assessment

The Clerk has a responsibility to ensure that all areas of risk within their area of responsibility are covered. A schedule of activities and potential areas of accident in the workplace should be produced; the schedule which is to include equipment used should describe:

1) The potential dangers (hazards which might be identified and associated with causes of accidents).
2) The persons at risk.
3) The risk rating.
4) Action already taken to control risk.
5) Action/procedures to be taken to minimise danger.

From this schedule a comprehensive risk assessment that is suitable and sufficient in order to comply with legal requirements should be drawn up.

3.2 Workplace/Equipment Inspections

An Inspection Log for each building/open space should be compiled by the Clerk which is to be made available to the Health and Safety Executive and other officers on request. The Log gives details of:

1) Workplace areas that require inspection.
2) Equipment and, in particular, safety equipment.
3) The frequency of inspections of workplace/equipment.
4) The dates of inspection with the signature of the person undertaking the inspection.
5) Maintenance contracts with dates of inspection.

3.3 Accident Reporting

Every accident, no matter how minor, is to be reported. For safety monitoring purposes and with a view to accident prevention, "near miss" accidents should also be reported.

The Clerk is to ensure that an accident reporting system is in place and is understood by all employees. Reports are to be completed immediately after emergency treatment of the injured person and must be signed by the injured person, if possible, and/or by the person making the report.

These reports should be examined when completed and recommendations made to prevent a recurrence. The recommendation(s) are to be noted on the accident report file.

Fatal accidents, major injury accidents, dangerous occurrences and accidents causing more than three days incapacity for work are "reportable" to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

3.4 Further Monitoring

The Clerk will organise regular review meetings of health and safety, details of which should be minuted, and once a year they are to compile a report on accident statistics, recommendations, etc which is to be submitted to the Council.

4. PROCEDURES

After an assessment of the workplace and potential hazards in it, the Clerk will draw up a procedures manual/code of safe practice as part of the information, instruction, training and supervision to be given to employees to enable them to avoid hazards and contribute positively to their own health and safety at work.

The manual/code of practice shall include procedures for:

1) Fire precautions.
2) Emergency evacuation.
3) Administration of first aid.
4) Manual handling.
5) Waste disposal.
6) Electrical appliances.
7) Mechanical equipment.
8) Chemicals, solvents, detergents, etc.
9) Workshop and open spaces.
10) Use of vehicles and maintenance.
11) Lone and isolated working.
12) Working at height.

13) Exposure to asbestos fibres.
14) Noise.
15) Personal protective equipment provision.
16) Use of display screen equipment.
17) Managing visitors.
18) General safety.

Employees will be expected to familiarise themselves annually with the detail of the procedures and confirm that they have done so by signing a document to this effect.

4.1 Fire Precautions

The Clerk is responsible for compliance with fire legislation, specifically the Regulatory Reform (Fire Safety) Order 2005 (FSO) Precautions.

Fire safety inspections and analysis of potential fire hazards are completed by competent, suitably qualified contractors on a regular basis and appropriate action taken as a result of those inspections.

Fire extinguishers are provided and correctly sited to meet statutory and insurance requirements. All fire equipment is regularly tested and serviced by specialised contractors.

All fire exits and emergency paths of egress are marked using the standard symbols.

Awareness training is arranged from time to time and all employees are expected to attend sessions.

4.2 First Aid

In order to comply with The Health and Safety (First Aid) Regulations 1981, the Clerk should assess all premises and areas of work and ensure there are adequate first aid supplies in convenient and accessible places to meet the emergencies that may arise.

On commencement of employment all staff are to be informed of the first aid provision and any changes, as they arise, are to be brought to the attention of all employees.

The names of suitably trained personnel are to be posted at the Council Offices, the Cemetery Workshop and the Corn Hall workshop for the information of all staff. There are three trained first aiders within the maintenance team and two within the Council Offices.

4.3 Manual Handling

In order to comply with The Manual Handling Operations Regulations 1992 the Clerk takes all reasonable practical steps to ensure sufficient information, instruction, training and supervision is available to staff to avoid back injury. To this end the requirements of staff are assessed as far as moving/lifting is concerned. Employees should note:

1) Staff must ask for help and/or training if there is any risk of injury to themselves or the object to be handled.
2) Where handling aids are provided, they must be used.

4.4 Electrical Appliances

Arrangements will be made for all electrical appliances to be inspected and tested on a regular basis by a competent person in accordance with the Electricity at Work Regulations 1989.

Before using any appliance the user should check:

1) All safety guards which are a normal part of the appliance are fitted and in working order.
2) Power supply cables/leads are intact and free of cuts and abrasions.
3) The electrical appliance carries a valid Electrical Safety Tested label.
4) Defective equipment must never be used and must be reported immediately.

4.5 Work Equipment

Regular monitoring ensures that work equipment is maintained in an efficient state, in efficient working order and in good repair. Where machinery/equipment has a maintenance log, it is kept up to date.

1) Employees may not perform modifications to work equipment.
2) Employees using particular equipment are given adequate training for health and safety purposes before use.
3) Employees using particular equipment will wear appropriate Personal Protective Equipment provided by the Council.

4.6 Chemicals, Solvents, Detergents, etc

In accordance with The Control of Substances Hazardous to Health Regulations 2002 (COSHH), the Clerk has assessed the health risks due to hazardous substances. Safety data sheets are supplied with all such materials and employees using these materials will be informed accordingly. Employees should familiarise themselves with the hazards associated with the materials and precautions to be taken in the event of spillages, splashes, etc. Employees will use the appropriate Personal Protective Equipment provided by the Council when using hazardous substances.

4.7 Display Screen Equipment

To ensure compliance with the Health and Safety (Display Screen Equipment) Regulations 1992, consultations are regularly made with employees who use a visual display unit (VDU) on a daily basis and for continuous periods of one hour in regard to:

1) The design of workstations.
2) Visual problems due to work.
3) Work routine to reduce eye and body fatigue.

Corrective measures are taken as a result of these consultations. The Council shall ensure that these employees are provided at his request with an appropriate eye and eyesight test, any such test to be carried out by a competent person.

4.8 Lone and Isolated Working

This Council recognises its legal responsibility to comply with Sections 2 and 3 of the Health and Safety at Work etc Act 1974 for the health and safety of its employees and others who might be affected by its activities. This duty cannot be transferred to employees who work alone. However, under Section 7 of the Health and Safety at Work Act all employees have their own duty to take

reasonable care for their own safety and that of anyone else who might be affected by what they do or do not do (acts or omissions).

Regulation 3 of The Management of Health and Safety at Work Regulations 1999 (as amended) places a duty on the Council to make an assessment of the risks involved with all work activities.

4.9 Maintenance Van

The Council owns one small van. Its primary purpose is to assist the Maintenance Officer in his duties around the Parish, but may be used for other Council business from time to time.

Drivers and passengers: All employed staff (but NOT councillors) of the Parish Council are entitled and insured to drive the van. The van shall only be used by a member of staff with the express permission of the Clerk. Drivers are expected to use due care and attention at all times. The van is a public advertisement for the Council and courtesy and its responsible use will be a reflection of the Council to the public. The van shall not be used for personal use or commuting from home, except with the express permission of the Clerk. Only one passenger can be carried and then only if on Council business.

Accidents and Insurance: In the event of a road accident the driver shall NOT admit any liability but provide details of our insurance to the other party, and obtain all insurance and contact details from the other party. All accidents or incidents involving the van shall be immediately reported by the driver to the Clerk.

General maintenance: The van shall be kept reasonably clean, inside and out, and thoroughly hand-washed at least every three weeks. Powered carwash facilities shall not be used (for concern about the sign-writing). Oil and water levels shall be checked at 3-week intervals. A note shall be kept of the dates for routine servicing and MoT tests and arrangements made. Maintenance, servicing and testing shall normally be undertaken by:**Station Garage, Hassocks or Mr MOT, Victoria Rd, Burgess Hill.p**
Quotes shall be obtained for all work prior to it being authorised by the Clerk.

Fuel: The van requires diesel fuel. This shall be purchased as required using the PETTY CASH system.

Storage: The van shall normally be kept on the road (not the car park overnight) in Trinity Road, Hurstpierpoint. From time to time or for extended periods of non-use, and with the permission of the Clerk, the van may be kept at the home of a member of staff**.**

5. WELFARE

Employees are reminded that:

1) Any person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify their supervisor of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or others. The supervisor will arrange or assign appropriate tasks for that person to carry out in the interim.
2) Drug and alcohol abuse – employees are not allowed to attend the premises or carry out duties whilst under the influence of drugs or alcohol. Any person found breaking this rule may be liable to disciplinary action.

6. TRAINING

All new employees will be shown the location of first aid equipment, fire exits and fire equipment and are to be well instructed on safety issues. They may not undertake any professional duties until instruction has been completed.

Safe working practices as laid out in the procedures/code of practice manual must be explained and demonstrated where necessary prior to the new employee carrying out full duties.

All staff must be made aware of their responsibilities for health and safety as defined in this document and the codes of practice drawn up for each area. They must be instructed that failure on their part to act in accordance with health and safety policies and procedures is subject to disciplinary action.

Staff's health and safety awareness must also include the fact that under their duty of care they are bound to report any equipment or premises defects they discover, and/or any malpractice they identify in the course of their work.

Safety training, such as fire awareness and prevention, moving and handling, first aid, are to be considered as essential training for all employees and must be built into the overall training and staff development programme. Training in the identification of hazards in the workplace should also be given to staff at all levels, while formal risk assessment training is to be organised for all persons in supervisory or management posts.

Attendance at all health and safety training/instruction is to be well documented and recorded on employees' personnel files.

7. INFORMATION AND COMMUNICATION

It is mandatory that the statutory poster "Health and Safety Law – What You Should Know" is displayed in an accessible place in the workplace. In order to promote a safe and healthy workplace a supply of the numerous health and safety leaflets published by the Health and Safety Executive should be made available to staff.

The Clerk must ensure that all employees, including temporary and casual workers, are provided with comprehensive and relevant information on any health and safety risks identified by assessments and the necessary preventative and protective measures.

The Clerk must ensure that they keep up-to-date with changes in health and safety legislation, e.g. by obtaining regular up-dates from the Health and Safety Executive.

8. DISCIPLINARY ACTION

The Clerk must make it clear to all employees that contravention of the Health and Safety Policy and related documentation will constitute a disciplinary offence which may lead to termination of employment for serious or repeated breaches.

Any employee leaving his/her workplace because of serious, imminent or unavoidable danger, will not be dismissed or placed at any disadvantage.

9. GENERAL SAFETY

The aim of the Council is to provide a healthy and safe working environment. This can be achieved with the help and assistance of all employees by:

1) Observing the general rules of safety.

2) Using all plant, machinery and equipment in a safe and proper manner.
3) Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves or to others.
4) Keeping work areas clean and tidy at all times.
5) Making sure all corridors and passageways, particularly those leading to escape routes, are kept free from obstruction at all times.
6) Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises.

The Council reminds all employees of their own duties under Section 7 of the Health and Safety at Work etc Act 1974 to take care of their own safety and that of other persons who may be affected by their acts or omissions, and to co-operate with the Authority so as to enable it to carry out its own duties and/or statutory requirements successfully.

Employees also have additional duties under the Management of Health and Safety at Work Regulations 1999 to use any equipment, material or substance provided to them in accordance with any training and instruction, and to report any risk situation or shortcoming in protection arrangements to management.

A copy of this statement will be issued to all employees. It will be reviewed, added to or modified from time to time and may be supplemented by further statements relating to the duties of particular groups of workers.

10. LEGAL IMPLICATIONS

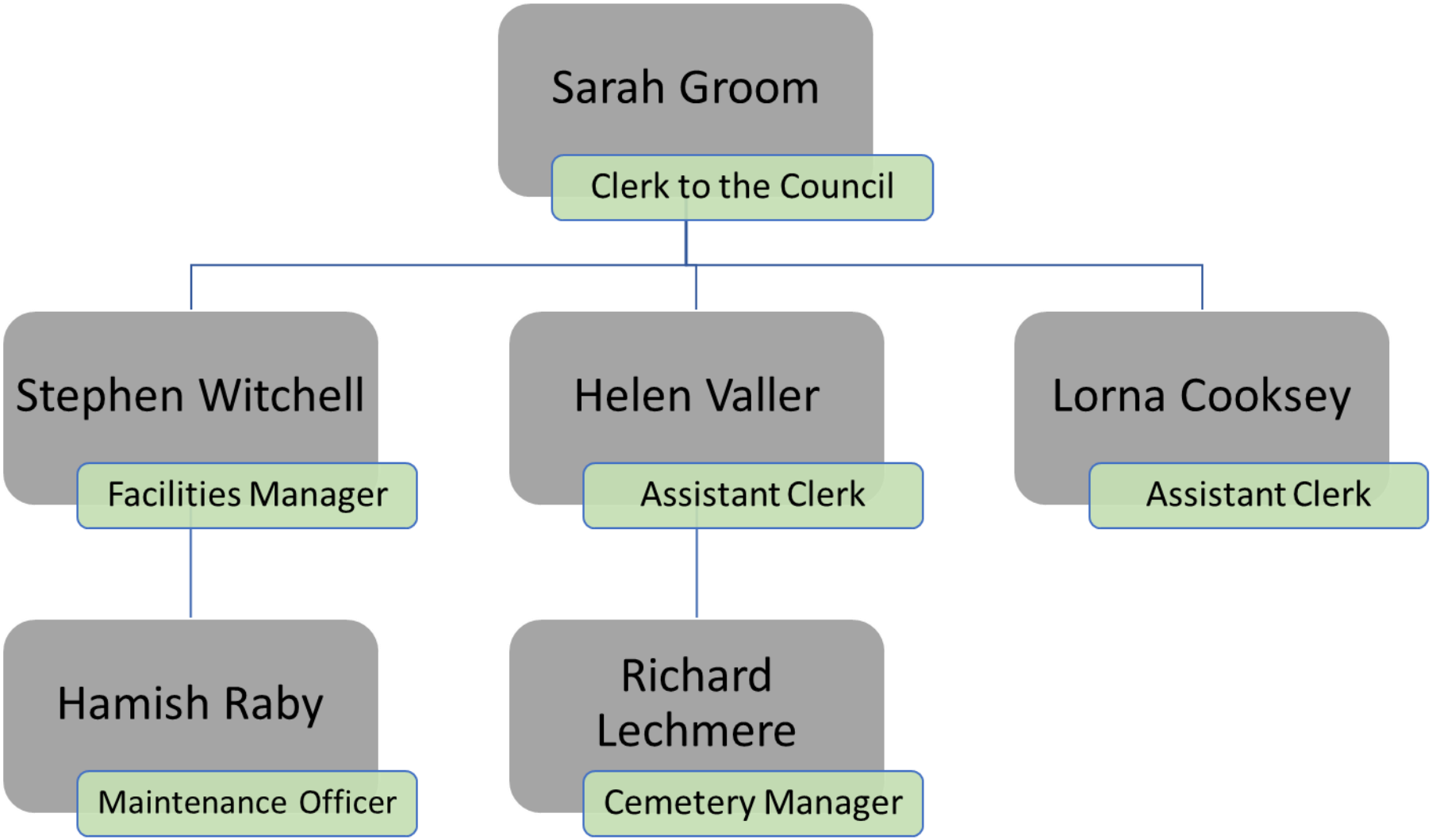
The Health and Safety at Work etc Act 1974 places a general duty and responsibility on all employees, volunteers and elected and co-opted Members of the Council.

Any employee, volunteer, elected or co-opted Member who behaves in a way which endangers the health and safety of others may be prosecuted. Fines of up to £5000.00 may be imposed on a summary conviction for offences under the Act. In addition, imprisonment for a period of up to two years or unlimited fine, or both, may be imposed in certain cases.

“Improvement Notices” or “Prohibition Notices” can be served in respect of a “person”. This term includes an individual person as well as the Council.

An Improvement Notice will specify the change required to secure adherence to any relevant statutory provisions and the time allowed to meet this obligation.

A Prohibition Notice would be issued if, in the opinion of the inspector appointed under the Act, activities or would involve a risk of personal injury, or may give rise to such a risk in the future.

Any employee, volunteer or elected or co-opted Member receiving an Improvement Notice or a Prohibition Notice issued under Sections 21, 22 or 23 of the Health and Safety at Work etc Act 1974 must immediately inform the Clerk.

APPENDIX B **STAFF STRUCTURE**