

BILDESTON PARISH COUNCIL HEALTH & SAFETY POLICY

Adopted by the Parish Council on 9th October, 2019

1. HEALTH & SAFETY POLICY STATEMENT

Bildeston Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and workers and others who may be affected by the activities of the council.

The council will meet its responsibilities under the Health and Safety at Work etc Act 1974 and will provide, as far as is reasonably practicable, the resources necessary to fulfill this commitment with the aim of minimising the risk to the health, safety and welfare of its employees, contractors, voluntary helpers and workers .

Members of the Parish Council have the responsibility for implementing this Policy and must ensure health and safety is given priority in planning and supervision of work. When necessary the council will seek expert technical advice on health and safety and ensure that the council's responsibilities for ensuring safe working conditions are fulfilled.

Every employee, whilst at work, has a legal duty of care and will be expected to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.

All employees, voluntary helpers, workers and contractors carrying out works associated with the Parish Council will be made aware of this policy and the importance of understanding its objectives and are expected to co-operate in adhering to its requirements. As far as is reasonably practicable, all work must be carried out without risk to others or themselves.

2. DUTIES AND RESPONSIBILITIES

2.1 Duties and Responsibilities of Parish Councillors

All Parish Councillors are jointly responsible for the implementation of this Health and Safety Policy. They will ensure that:

- All employees, voluntary helpers and workers are aware of and understand this policy
- The activities of the Parish Council are monitored to ensure that the objectives of this policy are complied with
- Employees have adequate competence and appropriate training for carrying out their roles
- Employees and voluntary helpers and workers are aware of the hazards which may exist within the operation of any role/task they carry out
- Safe methods of work are adopted
- Any accidents and near miss incidents arising out of Parish Council activities are recorded, reported and investigated as appropriate and detailed in the accident reporting procedure (see (5) below)
- Regular inspections of equipment are carried out to ensure fitness for purpose and appropriate records kept.

2.2 Duties and Responsibilities of all Employees, Voluntary Helpers and Workers

Under the requirements of the Health and Safety at Work Act 1974 (and associated legislation), all employees, voluntary helpers and workers have a

statutory duty to take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions and to co-operate with the Parish Council to enable it to fulfil its statutory obligations.

Failure by an employee to comply with any aspect of the Parish Council's Health and Safety policy and requirements will be deemed gross misconduct.

Employees, voluntary helpers and workers will ensure that:

- They comply with any safety rules and instructions issued by the Parish Council
- They use equipment, machinery and any other devices properly and appropriately.
- They will use all appropriate safety equipment and devices.
- Where they believe that they do not have the appropriate safety equipment, or that equipment or machinery requires maintaining, fixing or servicing, they will notify the Parish Council and/or make appropriate arrangements as agreed.
- Where applicable, no equipment or machinery is operated without appropriate safety equipment.
- They request appropriate assistance or advice about any area of work that they are not familiar with
- All accidents and near miss incidents are reported to the Parish Clerk as per the accident reporting procedure (see (5) below)

2.3 Duties and Responsibilities of Contractors

All contractors undertaking work for Bildeston Parish Council will be responsible for conducting themselves safely at all times and will comply with the Parish Council's Health and Safety Policy.

Contractors must comply with the following:

- Must provide evidence of their own £2m Public Liability insurance cover, including details of insurer, policy number and expiry date
- Must provide evidence of being competent to carry out the work, for example have appropriate qualifications, references and experience
- Is expected to have their own Health and Safety policy and to carry out a risk assessment prior to commencement of work
- Work carried out must be fully compliant with relevant current 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 must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary certificates available for checking.
- All electrical equipment must have a valid portable appliance test (PAT) certificate
- Must provide written risk assessments and method statements where necessary
- Any injuries, accidents or near miss incidents must be reported to the Parish Clerk (see (5) below).

3. HEALTH AND SAFETY EXECUTIVE (HSE)

The HSE is the enforcement agency in relation to health and safety. Any visit carried out by statutory inspectors from the HSE will be co-ordinated with the full co-operation of Parish Councillors and any recommendations implemented.

4. RISK ASSESSMENTS

Generic risk assessments will be co-ordinated by the Parish Clerk. These will be monitored and reviewed annually.

5. ACCIDENT REPORTING

The Parish Clerk must be notified immediately if an accident or near miss occurs to anyone whilst on Parish Council business (the HSE defines a near miss as an event not causing harm but that has the potential to cause injury or ill health). This includes Parish Councillors, employees, voluntary helpers, workers visitors, contractors etc. The accident book must be completed and where appropriate an investigation and recommended remedial actions reported to the Parish Council. The Parish Clerk will arrange this and is also responsible for ensuring that the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with.

6. TRAINING

Parish Councillors are responsible for ensuring that appropriate health and safety training is provided for employees and voluntary workers. The Parish Clerk is responsible for maintaining records of this training.

7. LEGISLATION

The following health and safety related legislation may affect Bildeston Parish Council employees, voluntary helpers and workers, visitors and contractors:

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

Provision and Use of Work Equipment Regulations 1998

Health and Safety (Display Screen Equipment) Regulations 1992

Health and Safety (Consultation with Employees) Regulations 1996

The Safety Representatives and Safety Committees Regulations 1977

Workplace (health, safety and welfare) Regulations 1992

Personal Protective Equipment at Work Regulations 1992 (as amended)

Personal Protective Equipment Regulations 2002

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Control of Hazardous Substances Hazardous to Health Regulations 2002 (COSHH)

Fire Precautions Act 1971 (Workplace) Regulations 1997

Offices, Shops and Railways Premises Act 1963

Electricity at Work Regulations 1989

This is not a definitive list and other legislation may be relevant.

| Version No | Reviewed by | Notes/Comments | Date | Next Review Due |
|------------|-------------|---|----------------------------------|-------------------|
| 1 | | Minute no. C8/11/12 Approved by Council. | 11 April 2011 | |
| 2 | Council | Policy reviewed September 2019 against requirements of HSE and NALC guidelines. | 9 th October, 2019 | September 2022 |