

EAST WORLINGTON PARISH **COUNCIL**

Health & Safety Policy.

This document sets out East Worlington Parish Councils approved and agreed practices. Any deviation must be made by resolution of the full Council and recorded below.

Document Number:	EWPC 017
Approved by Resolution Number: Minutes Reference:	
Ratified on:	
Frequency of review:	As required – at least every 2 years
Version Number:	1.0

Version Control and Revisions.:

Revision History

Date	Version	Notes

Policy Review (where document reviewed but no changes made):

Review Number	Date	Resolution number & Minutes Ref:

THIS IS A CONTROLLED DOCUMENT

Whilst this document may be printed, the electronic version maintained on the East Worlington Parish Council laptop is the controlled copy. A .pdf version of this document will be published on the East Worlington Parish Council website. Any printed copies of this document are not controlled.

Health & Safety Policy.

Introduction

This policy sets out the general principles and approach that the Parish Council will follow in respect of Health and Safety legislation for premises and activities for which the Council is responsible.

It is the responsibility of all councillors' and employees of the council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.

THE PARISH COUNCIL'S SAFETY POLICY STATEMENT

1. East Worlington Parish Council, in accordance with the requirements of **The Health and Safety at Work Act (1974), and The Management of Health and Safety at Work Regulations (1999)**, accepts its duty to provide and maintain safe and healthy working conditions for all its employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.
2. The Parish Council will take all reasonable steps to ensure that it complies with the law on Health, Safety and Welfare and any relevant Regulations, Approved Codes of Practice and Guidance. It will provide the resources to ensure the safety of its employees and others affected by its work.
3. 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
4. The Parish Council will take all reasonable steps to ensure:
 - a. That information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.
 - b. That its work, in all its forms, is done in ways so that members of the public are not put at risk.
 - c. That arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
 - d. That this policy is brought to the attention of all employees, members of the public, contractors, volunteers and Councillors and is reviewed annually.
 - e. That when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.
5. As the Council's Safety Officer, the Clerk will:
 - a. Implement the Health and Safety Policy.
 - b. Keep informed of relevant health and safety legislation.
 - c. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
 - d. Make effective arrangements to implement the Health and Safety Policy.
 - e. Ensure actions that have been approved by the Parish Council to remove, or to mitigate against, risk are carried out
 - f. Ensure that matters of health and safety are regularly discussed at meetings of the Parish Council.

Health & Safety Policy.

- g.** Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures.
 - h.** Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
 - i.** When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident.
 - j.** Act as the contact and liaison point on behalf of the Council.
 - k.** Any accidents, injuries or dangerous occurrences must be recorded using the Accident report form (see Appendix A) with the information recorded in the accident ledger retained by the Clerk and where necessary the Clerk will report these to the HSE by telephoning 0300 003 1647 or using their online form. Thereafter all such accidents should be brought to the attention of the Council. In the event of a serious injury or dangerous occurrence the Chairman or in their absence the Vice-Chairman should be informed immediately.
- 6.** The Clerk shall keep copies of all risk assessments, method statements and Health and Safety documents, in labelled Health and Safety files.
- 7.** All Councillors, employees/contractors and volunteers have a duty to take reasonable care for their own health and safety and that of any persons who may be affected by their acts or omissions.
- 8.** Fire safety: A fire risk assessment for council property (if applicable) is located in the Health and Safety file located with the Clerk and will be reviewed and revised as and when necessary (or at least annually)
- 9.** Risk Assessments
 - a.** The Parish Council will carry out risk assessment of its activities as and when necessary and review these annually.
 - b.** The Parish Council will set up and monitor policies and procedures to reduce any risks that are identified.
 - c.** The Parish Council requires contractors to supply Copy of Public Liability Insurance and statements of Safe Systems of Work prior to starting any major works on behalf of the council and issued with a notice to contractors (see Appendix B)

Health & Safety Policy.

Appendix A: East Worlington Parish Council - Accident, Injury or Incident Report Form.

This form should be completed by the Clerk and Cllrs who have been involved in an accident or incident or have been injured while undertaking your role within the Council.

Cllrs: Return the completed form to the Clerk. Retain a copy for your records.

The Clerk: Store a copy on the Council laptop & give a copy to the Lead of H.R Committee. Retain a copy for your records.

Data Protection: under the Limitation Act 1980 (as amended) an Injury reports will be retained for 3 years and any reports which identify negligence will be retained for 6 years.

Report completed in relation to:

Name	
Position (Clerk/Cllr/other)	

Type of report (tick relevant option(s))

Accident	
Injury	
Incident (Verbal)	
Incident (Physical)	

Details: (continue on separate sheet if necessary)

When did it happen (date/time)	
Where did it happen	
What were you doing at the time?	
Describe what happened	
Was anyone else present at this time	
Other related comments	

Injury information: (continue on separate sheet if necessary)

If Injury please describe areas injured:	
Did you require immediate medical attention?	
Do you think that you might need to seek medical attention/advice as a result of this injury?	

Signed:	
Date form completed:	
Received by (Name/Position)	
Date received:	

For Office Use:

Report filing location(s)	
Reported to Council under Part II (minutes ref):	
Action taken by the Council	

Health & Safety Policy.

Appendix B - NOTICE TO CONTRACTORS.

For East Worlington Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

1. You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the **Health and Safety at Work Act 1974**, and relevant statutory provisions.
2. The Council will retain the right to stop any operation and or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety or health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
3. The council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.
4. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.