

KESSINGLAND PARISH COUNCIL



HEALTH & SAFETY POLICY

Adopted: 9 January 2019

Review Date: 2022/23

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HEALTH & SAFETY POLICY

1. Introduction

- 1.1. This policy sets out the general principles and approach that the Parish Council will follow in respect of Health and Safety legislation for premises, assets and activities for which it is responsible.
- 1.2 The Parish Council will comply with the provisions of the Health & Safety at Work Act 1974 (as amended) and the Management of Health & Safety at Work Regulations 1999 and any subsequent regulations, approved Codes of Practice and Guidance.
- 1.3 The Parish Council as a corporate body is legally responsible for Health & Safety of its assets and activities and failure to comply with the requirements of health and safety legislation will render the Council liable to prosecution under Section 37 of the Health & Safety at Work Act 1974 and any subsequent legislation and guidance.
- 1.4 Health & Safety law states that organisations must:
 - Access risks to employees, customers, member of the public, contractors and any other person who could be affected by their activities, as well as controlling the environmental impact of workplace activities.
 - Arrange for the effective planning, organisation, control, monitoring and review of preventative and protective measures.
 - Have a written Health & Safety Policy.
 - Ensure they have access to competent health and safety advice.
 - Consult employees about their risks at work and current preventative and protective measures.

2. Scope of the Policy

- 2.1 The Council aims to protect the health, safety and welfare of employees, Councillors, contractors, residents and members of the public within its area, who may be affected by the Council's activities.
- 2.2. The Council will ensure that any buildings and assets belonging to the Council are 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. This may include suitable contractual arrangements for asset management, which include appropriate risk management and insurance arrangements.
- 2.3. Staff and Councillors are required to take reasonable care of their own Health and Safety when carrying out duties on behalf of the Council.

3. Staff and Councillors

- 3.1 All staff members and Councillors must have a safe working environment whether working out in the community or at home and have a responsibility to ensure that they are working in a safe working manner and should alert the Council to any concerns.
- 3.2 This includes observing the legal recommendations for safe handling, the use of computer equipment and workstation design.
- 3.3 The Council will conduct relevant risk assessments to help manage any health and safety for which it is responsible.
- 3.4 The law requires that employers provide whatever information, instruction and training that are needed to ensure as far as reasonably practical, the health and safety of employees and where necessary to Councillors.
- 3.5 That where appropriate, consultation takes place with employees on health, safety and welfare at work to secure continuous improvement.
- 3.6 That arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.

4. Contractors, Employees and Volunteer Workers

- 4.1. The Council will ensure that any contractors or volunteers conducting work for the Council have adequate and appropriate public liability insurance in their own right where contractually obliged or under the Council's own insurance where appropriate.
- 4.2 Contractors and volunteers will report to the Clerk or any nominated Councillor any hazard or situation encountered during their work / activity, which may affect members of the public. Any Councillor, so advised, must alert the Clerk to the situation.
- 4.3 Employees, Councillors, contractors and volunteers should:
 - (a) Seek advice on safety and health matters, when needed, from the Clerk.
 - (b) Make proper use of protective clothing and safety equipment provided.
 - (c) Report immediately to the Clerk any defects in plant, structures, equipment or safety procedures which come to their notice.
 - (d) Report promptly to the Clerk any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence of incidents.
 - (e) Take reasonable care for the health and safety of other people who may be affected by their activities.
 - (f) Not intentionally interfere with or remove guards, safety devices or other equipment provided for health and safety.
- 4.4 Employees, Councillors, contractors and volunteers are reminded that they have a duty to care for their own safety and that of other workers and other persons who might be affected by their activities and to co-operate with the Council so as to enable it to meet its own responsibilities. The final level of responsibility is, however, that of each and every individual.
- 4.5 A copy of this Health & Safety Policy will be issued to all Council employees and Councillors. It will be revised, added to or modified from time to time.

5. **Environment**

- 5.1 The Council will ensure that, as far as possible, its assets remain a safe and pleasant environment for its residents.
- 5.2 The Council will obtain specialist technical and health and safety advice for any projects or pieces of work that could affect the general public as appropriate.
- 5.3 The Council will ensure that any work activities carried out on its behalf do not unreasonably jeopardise the health and safety of the general public.

6. **Fire Safety**

- 6.1 The overall safety of the Marram Green building is managed by Flagship, whilst Orwell, the library and the Compass Suite Trust have their own systems in place.
- 6.2 Appropriate emergency evacuation processes will be put in place for other Council-owned sites or land.

7. **First Aid**

- 7.1 A First Aid box will be provided in all work place locations and its contents regularly inspected and replenished as necessary (First Aid Regulations 1981 – SI1981/917).

8. **Manual Handling**

- 8.1 Systems of work where manual handling is involved will be identified during any risk assessment process in compliance with the Manual Handling Operations Regulations 1992.
- 8.2 Members of staff will be offered manual handling training where their post could involve such activities.

9. **Alcohol and Drugs**

- 9.1 The use of illegal drugs and misuse of alcohol is forbidden in all council activities.

10. **Smoking**

- 10.1 The council operates a strict no smoking policy on their premises.

11. **Driving**

- 11.1 Where privately owned vehicles are used for business purposes, the driver must ensure their insurance covers business use.
- 11.2 All privately owned vehicles must be taxed, possess an MOT if required and regularly serviced.

12. **Lone Working**

- 12.1 Lone working for the council is defined as working away from a fixed base without colleagues eg working alone on Council owned sites / areas of land, driving, visiting other premises or people in their own homes.

12.2 Employees, Councillors or volunteers should comply with any information, instruction and training that is provided in relation to lone working and will adhere to the council's Lone Working Policy.

13. Electrical Equipment

13.1 Portable electrical equipment must only be used for the purpose for which it was intended and in the environment for which it was designed and constructed.

13.2 The Clerk will ensure portable electrical testing takes place on an annual basis by an approved electrical contractor and a register of all testing will be maintained.

14. Risk Assessment

14.1 The Council will carry out a risk assessment of all its activities and review them annually.

14.2 The Council will set up and monitor policies and procedures to reduce any risks that are identified.

15. Council Safety Officer

15.1 The Clerk as the appointed Safety Officer will:

- (a) Assume the day to day responsibility for ensuring this policy is regularly reviewed, maintained and adhered to.
- (b) Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective / protective measures.
- (c) Maintain a file of risk assessments with due record in Council minutes that they have taken place.
- (d) Make effective arrangements to ensure those contractors 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 & Safety Policy.
- (d) Maintain a record of notified accidents.
- (e) When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- (f) Act as the contact and liaison point for the Health and Safety Inspectorate and obtain specialist technical advice and assistance on matters of Health and Safety where necessary.
- (g) Review and ensure appropriate insurance policies are in place as part of the Council's risk management.

16. The Council

16.1 The Parish Council is responsible for the management of health and safety based on this Health & Safety Policy and health and safety legislation and will ensure that services / activities do not unreasonably jeopardise the health and safety of any persons.

16.2 The Council will review this Health & Safety Policy on an annual basis.

16.3 The Council will ensure appropriate health and safety responsibilities are maintained either directly by the Council, through its management of contracts or in conjunction with external partners where there is shared responsibility for assets / land or joint community initiatives are held.

16.4 The Council will annually review its insurance and risk management arrangements.

16.5 The Council will ensure that staff and Councillors have appropriate training and support to ensure they can fulfil any obligations for health and safety within their role for the Council.

17. **Reporting**

17.1 Any accidents, incidents or dangerous occurrence must be recorded in the Accident Book and where necessary, the Clerk will report these to the Health & Safety Executive.

The notifiable types of incident are:

- A fatality
- A specified major injury (fracture of skull, spine or pelvis; fracture or amputation of limb(s); loss of sight or penetrating injury to an eye; severe electric shock or any other injury which results in hospitalisation for more than 24 hours).
- An injury which results in incapacity to work for more than three days.

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.