

FENSTANTON PARISH COUNCIL

HEALTH & SAFETY POLICY

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1. HEALTH AND SAFETY POLICY STATEMENT

Fenstanton Parish Council believes that Health & Safety performance is an integral part of the efficient and cost effective discharge of its duties and is aware of its responsibilities under the Health & Safety at Work Act 1974 and other statutory provisions listed in (4) Legislation. The Parish Council therefore intends to meet those responsibilities as far as is reasonably practicable by incorporating good health and safety management within all its operations.

The objective of the Parish Council policy is to minimise risks to health, safety and welfare of its employees, voluntary workers, general public and others affected by its activities and to minimise risks to the environment. All reasonable measures will be taken to ensure that a safe working and community environment is created.

Members of the Parish Council have the responsibility for implementing this Policy and must ensure health and safety considerations are always given priority in planning and day-to-day supervision of work.

All employees and voluntary workers are expected to co-operate in carrying out this policy throughout the Parish Council's activities and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

All employees, voluntary workers and contractors associated with any works carried out by the Parish Council will be made aware of this policy and the importance of commitment to its objectives.

The organisation and arrangements for implementing the Policy are set out in the Policy document. The Policy will be kept up to date in response to changes in legislation or best practice. To ensure this, the Policy and the way in which it has operated, will be reviewed annually or as the need arises.

2. ORGANISATION (ROLES & RESPONSIBILITIES)

a. Duties and Responsibilities of Parish Councillors

All Parish Councillors are jointly responsible for the implementation of this Health & Safety Policy, for monitoring the day-to-day administration of the Council's affairs, and ensuring that all insurance policies are in date.

In doing so, they will ensure that:

- a copy of this policy is circulated to all employees and voluntary workers on appointment. Opportunity will be given to discuss this policy on an individual basis to ensure that it is fully understood and implemented;
- the Council's activities are monitored to ensure that the objectives of the Health & Safety Policy are being complied with;
- contracts of employment include compliance with statutory and company health, safety & environmental requirements;
- all staff have adequate competence and training for carrying out their specific jobs and for ensuring the health, safety and welfare of themselves and those around them;
- employees and voluntary workers are aware of the hazards which may exist within the operation of their tasks, and that they fully understand and observe all aspects of the Parish Council's Health & Safety Policy;
- no employee or voluntary worker shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless he or she possesses such knowledge or experience, or is under supervision of a competent person having regard to the nature of the work;
- safe methods of work are adopted;
- all suppliers comply with Section 6 of the Health & Safety at Work Act (HASAWA) in supplying articles and substances that are safe and without risk to health when properly used and to provide information to enable them to be properly used;
- any accidents arising out of the Council's activities are recorded, reported and investigated as detailed in the accident reporting procedure;
- regular inspections of equipment are carried out and necessary records kept.

b. Duties and Responsibilities of all Employees and Voluntary Workers

- Employees and voluntary workers have a responsibility to conform to the Parish Council policy and with the Health & Safety at Work etc. Act 1974 and associated legislation.
- Employees and voluntary workers have a statutory duty to take reasonable care of the safety and health of themselves and others who may be affected

by their acts or omissions and to cooperate with the company to enable it to fulfil statutory obligations. They should also ensure that they are physically fit and technically responsible for the work requested of them.

- Employees and voluntary workers have responsibility for properly using any safety devices involved in their work. They will not recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- All accidents and near miss incidents shall be reported to the Parish Clerk, and recorded in the Parish Council accident book as soon after the event as possible. Employees and voluntary workers will also co-operate with the management in investigating all accidents and near misses.
- Employees and voluntary workers must request assistance or advice about any area of work that they are not familiar with.

c. Duties and Responsibilities of all Contractors

Contractors must comply with the following:

- Any contractors employed by Fenstanton Parish Council shall be responsible for conducting themselves safely at all times and in complying with the Parish Council's Health & Safety Policy.
- Any work carried out must be fully in compliance with 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 that they bring onto site must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary certificates must be available for checking.
- Any injury sustained whilst on site must be reported to the Parish Clerk immediately.
- All electrical equipment must have a valid Portable Appliance Test certificate.
- Contractors must provide written risk assessments and method statements where necessary, before commencing work for or on behalf of the Parish Council.

d. Duties and Responsibilities of all Visitors

Fenstanton Parish Council owes a duty of care to visitors to the Parish Council controlled areas of the villages. Parish Councillors will ensure so far as is reasonably practicable that safe access and egress is available and that that areas are maintained in a safe condition.

3. ARRANGEMENTS

a. Enforcement agency

The enforcement agency for Local Authorities is the Health & Safety Executive. Any site visit carried out by Statutory Inspectors shall be co-ordinated with the full cooperation of Parish Councillors and any recommendations carried out as soon as reasonably practicable.

1.2 Risk Assessments Generic risk assessments will be co-ordinated by the Parish Clerk for all public areas and village assets controlled by the Parish Council. These assessments will be recorded, monitored and reviewed annually.

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

1.4 Accident reporting: The Parish Clerk must be notified immediately if an accident occurs to anyone whilst on Parish Council business. This includes Parish Councillors, employees, voluntary workers, visitors, contractors etc. A form in the accident book must be completed and returned to the Clerk. The Parish Clerk will ensure that the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with. Where required, accidents and near misses shall be investigated by the Parish Clerk and remedial actions recommended to the Parish Council where necessary. Where the activity which gave rise to the accident is under the control of a nominated Parish Councillor then that person shall assume the responsibilities of the Parish Clerk in the preceding paragraph.

1.5 Provision and Use of Work Equipment If equipment provided by the employer is damaged or faulty the employee is responsible for the immediate return or report of such equipment to the employer for repair or replacement. (Provision and use of Work Equipment Regulations 1998) If the equipment is lost or damaged through negligence, there is an onus on the employee to report such loss or damage immediately.

1.6 Procurement of Materials, Equipment & Contractors Anyone who purchases or hires materials, equipment or contractors on behalf of the Parish Council must ensure that they have read and fully understand this health and safety policy. All suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required. This information must then be passed on to the Parish Clerk in order to be recorded.

1.7 Violence/Personal Safety So as to avoid violence and aggression from members of the public or contractors, all staff should avoid getting into a confrontational situation. Always remain polite, but back off from situations that are potentially

dangerous. Any incidents should be reported to the Clerk who may call the police, if it is considered necessary.

1.8 Inspections & Documentation Review An annual inspection of village assets will be carried out and the findings recorded. Any serious defects/items for attention must be actioned immediately. Activity risk assessments, the health and safety policy document and all other health and safety documentation will also be reviewed annually taking into account any changes in personnel, procedural or physical changes.

4. LEGISLATION

The following legislation may affect Fenstanton Parish Council Councillors, employees, voluntary workers, visitors and contractors.

a. Health & Safety Legislation:

- THE HEALTH & SAFETY AT WORK ETC. ACT 1974
- THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS1999 PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998 HEALTH & SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992
- HEALTH & SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS1996 THE SAFETY REPRESENTATIVES AND SAFETY COMMITTEES REGULATIONS 1977 HEALTH & SAFETY (FIRST AID) REGULATIONS 1981
- 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
- (R.I.D.D.O.R) CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (COSHH)
- FIRE PRECAUTIONS ACT 1971 FIRE PRECAUTIONS (WORKPLACE) REGULATIONS 1997
- OFFICES, SHOPS AND RAILWAY PREMISES ACT 1963 ELECTRICITY AT WORK REGULATIONS 1989

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

Document History

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