

HEALTH AND SAFETY POLICY

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Approved by Council - 14/9/2021

WOLSHINGHAM PARISH COUNCIL HEALTH AND SAFETY POLICY

1. GENERAL STATEMENT

- 1.1. Wolsingham Parish Council accepts its responsibilities as an employer for providing a safe and healthy environment for its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
- 1.2. The Council will meet its responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 (Management Regs), associated protective legislation and practices and as an employer and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
- 1.3. If appropriate, the Council will seek expert technical advice on Health and Safety matters to assist the council and the Clerk, as the Council's Health and Safety Officer, in fulfilling its responsibilities for ensuring safe working conditions
- 1.4. The Council will provide information, instruction and training to employees to ensure safe working practices
- 1.5. This Health and Safety Policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed (annually or sooner if necessary) and revised in the light of legislative or organisational changes.

2. AIMS OF THE HEALTH AND SAFETY POLICY

To provide as far as is reasonably practicable:

- 2.1. A safe place of work and a safe working environment.
- 2.2. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.

- 2.3. Care and attention to health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.
- 2.4. Arrangements for considering, reporting and reviewing matters of Health and Safety at Work, including regular, specific, risk assessments of working activities.
- 2.5. Implement emergency procedures, including evacuation in case of fire or other significant incident
- 2.6. Ensure Safe Handling and use of Substances

3. ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY

The ultimate responsibility for Health and Safety rests with the Council. Day to day responsibility for implementation of this Policy is delegated to the Clerk, acting as the Council's Health and Safety Officer. The Clerk will:

- 3.1. Make effective arrangements to implement the Health and Safety Policy.
- 3.2. Keep informed of relevant Health and Safety Policy legislation and updates, informing the Council of necessary revisions to this policy or procedures accordingly.
- 3.3. Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council.
- 3.4. Ensure that regular risk assessments are carried out of working practices and assets and maintain record of risk assessments and applicable updates.
- 3.5. Make effective arrangements to ensure that 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 and Safety at Work Policy and necessary pre-start information pursuant to the requirements of the Construction Design and Management Regulations, 2015 (CDM 2015), under cover of the Council's Order.
- 3.6. Ensure that work activities by the Council do not unreasonably jeopardise the Health and Safety of members of the public.
- 3.7. Maintain a central record of notified accidents and comply with reporting serious workplace accidents, occupational diseases and specified dangerous occurrences in accordance with the Reporting Injuries Diseases and Dangerous Occurrences Regulations 2013 (R.I.D.D.O.R. 2013)
- 3.8. 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 and update procedures as necessary.

- 3.9.** Ensure all employees, councillors and voluntary helpers are issued with a copy of this Health and Safety Policy

All employees, councillors, contractors and voluntary helpers will:

- 3.10.** Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety.
- 3.11.** Take reasonable care of their own Health and Safety, use appropriate personal protective clothing and, where appropriate, ensure the appropriate First Aid materials are available.
- 3.12.** Take reasonable care for the Health and Safety of other people who may be affected by their activities.
- 3.13.** Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
- 3.14.** Not misuse any plant, equipment, tools or materials so as to cause risks to Health and Safety.
- 3.15.** Report any accidents or hazardous incidents to the Clerk.

4. HEALTH & SAFETY LEGISLATION

The following legislation may affect Wolsingham Parish Council councillors, employees, voluntary workers, visitors and contractors while undertaking their work or duties and although not definitive can be used for reference.

- 4.1.** The Health and Safety at Work Act, 1974. The main piece of legislation covering health and safety in the workplace. It outlines the responsibilities of both the employer and employee in ensuring there is a safe working environment. (*incl 2015 amendment*)
- 4.2.** Management of Health and Safety at Work Regulations 1999: require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training (*incl 2003 and 2006 amendments*).
- 4.3.** Workplace (Health, Safety and Welfare) Regulations 1992: cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities (*incl 2002 and 2013 amendments*).

- 4.4. Health and Safety (Display Screen Equipment) Regulations 1992: set out requirements for work with Visual Display Units (VDUs) (*incl 2002 amendment*)
- 4.5. Personal Protective Equipment at Work Regulations: require employers to provide appropriate protective clothing and equipment for their employees (*incl 2002 and 2013 amendments*)
- 4.6. Provision and Use of Work Equipment Regulations 1998: require that equipment provided for use at work, including machinery is safe (*incl 2002 and 2013 amendments*).
- 4.7. Manual Handling Operations Regulations 1992 (Amended 2002): cover the moving of objects by hand or bodily force.
- 4.8. Health and Safety (First Aid) Regulations 1981: Covers requirements for first aid.
- 4.9. Employers' Liability (Compulsory Insurance) Act 1969 and Regulations 1989: requires employers to take out insurance against accidents and ill health to their employees (*incl amendment 2002, 2004, 2008 and 20011 amendments*).
- 4.10. The Health and Safety Information for Employees Regulations 1989: require employers to display a poster or issue a Health and Safety Law Card (as published by the H.S.E), telling employees what they need to know about Health and Safety.
- 4.11. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR): require employers to notify certain occupational injuries, diseases and dangerous events.
- 4.12. Noise at Work Regulations 2005: require employers to take action to protect employees from hearing damage.
- 4.13. Electricity at Work Regulations 1989: require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.
- 4.14. Control of Substances Hazardous to Health Regulations 2002: (COSHH): Require employers to assess the risks from hazardous substance and take appropriate precautions (*incl 2004 amendment*).
- 4.15. Construction Design and Management Regulations 2015: impose important responsibilities on Clients, which includes WPC, prior to and during any Construction Project, regardless of size. Responsibilities include the issue of pre-start Health and Safety information at tender stage.
- 4.16. Health and Safety (Safety Signs and Signals) Regs 1996: imposes responsibilities on employers and others for placement of signs and notices relative to known hazards.

4.17. Working at Height Regulations 2005: (as amended 2007)-imposes requirements for work activities carried out at all heights above and below working level.

4.18. Lifting Operations and Lifting Equipment Regulations: (LOLER) 1998 (*as amended 2002*) dictates inspection regime for all specified lifting equipment including site-based plant such as excavators.

4.19. First Aid Regulations 1981: stipulates first aid resource and location requirements.

Adopted by Wolsingham Parish Council 14th September 2021

Next Review 14th September 2022

Signed and dated by Chair of Council: -----

Print Name: -----David Sugden-----

Reviewed and confirmed by Council 12 March 2024