

Slapton Parish Council



The Slapton Parish Council Manual

Health & Safety Policy

DRAFT - September, 2018

HEALTH AND SAFETY POLICY STATEMENT IN ACCORDANCE WITH SECTION 2(3) OF THE HEALTH & SAFETY AT WORK ETC. ACT 1974, s2

PART 1 – INTRODUCTION

It is statutory duty of every council to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees, non-employees and contractors through ,

- The provision and maintenance of safe plant and systems of work,
- The establishment of arrangements for the safe use, handling, storage and transport of articles and substances
- The provision of information, instruction, training and supervision pertaining to plant premises and products
- The maintenance of any place of work and safe work area

The council is still responsible even if employees work from home. The delivery of all these duties must be reasonably practicable, safe and without risks to health.

This document has been compiled to provide information and guidance to all employees, non-employees and contractors on this Council's Health & Safety Policy and organizational arrangements for implementation of that Policy. In addition, there are Codes of Practice for certain working areas within the Council's control

PART 11 – STATEMENT OF SAFETY POLICY

1.1 It is the policy¹ of this Council to provide and maintain safe and healthy working conditions, plant, equipment and systems of work for all its employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

1.2 The council will maintain uninterrupted insurance cover² against a Liability for injury or disease to their employees. Sub-contractors and the self-employed should provide the Council with copies of their certificates to satisfy the council that they have appropriate cover in place.

¹ Whilst most smaller councils have fewer than 5 employers (Exception Regulations 1975/1584 s.2(3) , it is recommended that all councils comply with the Duty to maintain a written Health and Safety Policy.

² Local Government Act 1972 s140(1) as amended

1.3 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

1.4 The policy will be kept up to date and reviewed on an annual basis.

PART 111 – THE ORGANISATION AND RESPONSIBILITIES

1. Overall Responsibility the Proper Officer has overall and final responsibility for ensuring: -

- a) The provision and implementation of the Health & Safety Policy, and
- b) it's annual review.

2. Responsibilities within the Council

2.1 The Proper Officer is responsible for the day-to-day supervision within his defined area and, in particular, for:-

- a) Establishing, safe systems of work and procedures for carrying out the Council's Safety Policy incorporating any Regulations approved Codes of Practice and other relevant legislation.
- b) To ensure that safe working procedures and safe systems of work are implemented by manual work staff and that a safe working environment is provided for them.
- c) Ensuring that all manual employees under his control received adequate training information and supervision to maintain safe standards.

2.2 In addition, the Proper Officer will be responsible for:-

- a) Maintaining safe working practices in order to achieve maximum safety.
- b) Ensuring adequate safety supervision and training where required, in particular, where young and inexperienced workers are concerned.
- c) Ensuring that all safety rules are observed and that protective clothing and equipment is worn or used where required.
- d) ensuring that all machinery and equipment is properly maintained and safe to use and that guards are in position.

2.3 All employees have the responsibility to co-operate with their Supervisor and Line Manager to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.4 All Council employees are required to:-

- a) Make themselves familiar with and conform to the Council's Health & Safety Policy.
- b) Observe safety rules at all times.
- c) Where required, wear protective clothing and use appropriate safety devices provided.
- d) Report to their immediate Supervisor all accidents, injuries to persons and damage to vehicles, plant and equipment. e) Know the location of first-aid facilities. Manual staff are expected to carry a first-aid box in their vehicle at all times.
- e) Report all safety hazards as a matter of urgency to their immediate Supervisor.
- f) Know what to do in the case of fire or other emergency and the location of fire-fighting equipment.
- g) Maintain good housekeeping at all times.
- h) Observe safe standards of behaviour and dress.
- i) Not enter into any kind of horseplay or practical joking.

2.5 It is the policy of this Council that all employees shall receive training in all safety aspects of their occupation, and instructions shall be given to this purpose.

2.6 It shall be the duty of all staff to carry out a visual safety inspection of plant and equipment prior to using such machinery.

2.7 It shall be the responsibility of the Proper Officer to investigate all accidents and to produce a full report and will issue instructions to ensure that these do not continue and, where appropriate, make recommendations to the Parish Council.

2.8 It shall be the responsibility of the Proper Officer to monitor the maintenance of all plant and equipment and to submit an annual report for consideration by the Parish Council on obsolete machinery.

PART 1V – GENERAL ARRANGEMENTS

1. First Aid

1.1. The first-aid box is located in Elizabeth Griffin Memorial Hall, Slapton. The Proper Officer is responsible for carrying out regular checks to ensure the contents are adequately maintained.

2. Accidents, injuries and Dangerous Occurrences

2.1. It shall be the responsibility of the Proper Officer to record all incidents in the Accident Book and to report those injuries, diseases and other Dangerous Occurrences to the Health & Safety Executive on the appropriate form.

2.1.1. The Parish Council Accident Book is located in the Elizabeth Griffin Memorial Hall, Slapton.

3. Advice and Consultancy The Local Inspector's Office and telephone number are:- Health & Safety Executive, Priestley House, Priestly Road, Basingstoke, Hants, RG24 9MW Tel: 01256 404000.

4. Training

4.1 It shall be the duty of Proper Officer to issue all newly appointed staff with a personal copy of Slapton Parish Councils Health & Safety

7.2 It shall be the responsibility of the Proper Officer to ensure that all new manual staff receive adequate training in all safety aspects of their occupation and, in particular, the use of strimmers, mowers, hedge trimmers and other dangerous machinery.

5. Contractors and Visitors

8.1 Where Contractors and Sub-Contractors are engaged by the Parish Council, they must maintain effective control of themselves and those working under them, so as to ensure that they comply with the responsibilities and duties under the Health & Safety at Work Etc. Act 1974 and all current Health & Safety legislation. Contractors must provide a written Risk Assessment of their intended work.

8.2 The Parish Council shall ensure that those not in employments of the Council, including the general public, are not knowingly exposed to risk to their safety or health when on the Council's premises.

9. Supplements to Safety Policy Statement



Copies of any other specific information, instructions and procedures concerning health and safety contained in local codes of practice and safe working procedures will be by the Proper Officer.

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