

## Health and Safety Policy

This Health & Safety policy was adopted by the council at its meeting on 2 March 2015

### General Statement of Policy

This document sets out Minstead Council's policy and standards for Health and Safety in the Workplace.

The Council is fully committed to meeting its responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and associated protective legislation as an employer.

The policy commits the Council to the following:

- a. Taking all reasonable steps to safeguard employees, contractors, the general public and anyone else who may be affected by its acts or omissions, from injury and ill-health;
- b. Putting arrangements in place for the effective implementation of the policy and communicating these to employees;
- c. Ensuring that sufficient financial arrangements and other resources are provided for the implementation of health and safety requirements and needs;
- d. Providing information, instruction and training and supervision as maybe necessary to ensure the health and safety of its employees;
- e. Consulting employees on health and safety in matters relating to their areas of work;
- f. Carrying out risk assessments, where appropriate, and making these available to employees;
- g. Appointing competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary;
- h. Providing all relevant information, including risk assessments, to third parties acting on behalf of the Council to enable them to discharge their health and safety responsibilities.

This Policy has been prepared in compliance with Section 2(3) of the Health and Safety at Work Act 1974 and binds all members and Officers of the Council, in the interests of employees and others.

The Policy will be reviewed on an annual basis.

## **Organisational and Responsibilities**

### **1. Overall Responsibility**

The Parish Clerk has overall and final responsibility for ensuring:

- i) the provision and implementation of the Health and Safety Policy; and
- ii) its annual review.

### **2. Delegated Responsibilities within the council**

The Lengthsman will be responsible to the Vice-Chairman for the day to day supervision within his defined area of responsibility and, in particular, for:

- i) maintaining safe work practices in order to achieve maximum safety;
- ii) ensuring that all safety rules are observed and that protective clothing and equipment is worn where required; and
- iii) ensuring that all machinery and equipment is properly maintained and safe to use and that guards are in position.

### **2. Employees' Responsibilities**

- i) All employees should be aware of, respect and adhere to the rules and procedure contained in this policy statement;
- ii) All employees shall immediately report any defective equipment, unsafe practices or conditions to the Clerk;
- iii) Any person under the influence of alcohol or any other intoxicating drugs which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job;
- iv) Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person;
- v) All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to animals or members of the public;
- vi) No employee should undertake a job which appears to be unsafe;
- vii) No employee should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task;
- ix) All injuries must be reported to the Clerk or a delegated representative;
- xii) Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their supervisor or other senior employee;
- xiii) It shall be the duty of all employees to carry out a visual safety inspection of equipment prior to using such machinery;
- ix) Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment;
- x) Suitable clothing and footwear will be worn at all times. Personal protective equipment will be worn when appropriate

### **3. Consultation**

The Council sees consultation with employees as an essential part of effective health and safety management. It will therefore:

- i) ensure that employees are made aware of the procedures relating to accidents and sickness;
- ii) consult with all employees concerned about changes in health and safety issues which can affect them.

### **4. Communication**

The Council will endeavour to communicate to employees its commitment to safety and ensure that employees are familiar with the contents of the Council's Health & Safety Policy.

## **5. Co-operation and Care**

All employees are expected to co-operate with the Council and to accept their duties under this Policy. Disciplinary action may be taken against any employee who violates rules or who fails to perform his or her duty under this Policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the Council.

## **6. Safety Training**

Safety training is regarded as a key ingredient of an effective Health & Safety programme. It is essential that each employee in the organisation is trained to perform his or her job effectively and safely.

To comply with the general duty to provide such information, instruction, training and supervision, as is necessary to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, health and safety training will be provided as follows:

- a. At Inductions
- b. Repeat training at regular intervals
- c. On transfer or promotion to new duties
- d. On introduction of new technology or equipment
- e. On changes to systems of work
- f. When training needs are identified during risk assessments.

## **7. Risk Assessment / Equipment Inspection**

Risk Assessments will be carried out and reviewed by appropriate competent persons, if necessary assisted by or in collaboration with outside bodies and other local authorities. The Risk Assessments will have regard to official codes of practice and guidance, in particular that provided by the Health & Safety Executive (HSE) on its website.

Assessments will be ongoing and may be generic, location, activity or operational.

## **8. Contractors**

When a contractor is awarded a contract to carry out any work the council will check their safety policy and ensure that the contractor has made adequate safety arrangements for the public, their employees and Council employees who may come into contact with the work being undertaken. The contractor will be made aware of all the Council's Health and safety rules, and any particular information or requirements relating to the contracted task and his responsibility to prepare appropriate safety plans.

Contract work will be monitored and records will be kept. Any breaches of safety procedure may lead to curtailment or termination of the contract.

## **9. Equipment and Open Spaces used by the Public**

Equipment examples - wooden benches and foot bridges

Building examples - bus shelters

Open spaces example - Village green and Minstead Shop car park.

The Council will endeavour to ensure that all equipment and open spaces are suitable for use and maintained as far as possible in good working order and repair. The Council is aware of the damage which can be caused by vandalism, misuse and general wear and in this respect inspections will be made on a regular basis. Inspections, maintenance and repairs will be carried out by competent persons including specialist contractors where necessary.

See also risk assessments.

## **10. Personal Protective Equipment**

All employees who may be exposed to a risk to their health and safety while at work will provide or be provided with suitable, properly fitting and effective personal protective equipment as stipulated by the Personal Protective Equipment Regulations 1992.

All personal protective equipment provided by the Council will be properly assessed prior to its provision.

All personal protective equipment provided by the Council will be maintained in good working order.

All employees provided with personal protective equipment by the Council will receive training and information on its use, maintenance and purpose. Employees must also ensure that they use the equipment in accordance with the training and instruction given.

Any loss of or obvious defect in any personal protective equipment issued by the Council must be immediately reported to the relevant person.

The Council will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

## **11 Disabilities**

In the event of the Council employing any person with a disability, it will ensure their safe evacuation or make other appropriate arrangements to ensure their safety in an emergency situation. It will also implement changes in working practices where appropriate and carry out other adaptations to ensure the health and safety of the employee.