

# HEALTH & SAFETY POLICY FOR TICKTON AND ROUTH PARISH COUNCIL ACTIVITIES

## Setting the scene:

The Policy applies to all staff, volunteers, councillors, contractors and the general public. The policy has been drawn up in response to and in accordance with the Health & Safety at Work Act 1974. Tickton and Routh Parish Councillors are aware that it has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice for all staff, volunteers, parish councillors, contractors and the general public.

The Council accepts its responsibilities for the health and safety of other people who may be affected by its activities.

Employers with less than five employees do not have to write down their health and safety policy.

[www.hse.gov.uk](http://www.hse.gov.uk)

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| <b>Date/Minute No. document adopted</b> | 20 March 2017 - 053/17                           |
| <b>Last review</b>                      | 13 May 2019 – Annual Meeting following Election. |
| <b>To be reviewed</b>                   | 2022-23, or on change of legislation.            |

## HEALTH & SAFETY POLICY FOR TICKTON AND ROUTH PARISH COUNCIL

| <b>This is the statement of general policy and arrangements for: Tickton and Routh Parish Council</b>                                |  |   |
|--|--|---|
| <b>Tickton and Routh Parish Council has overall and final responsibility for health and safety</b>                                   |  |   |
| <b>Clerk of Council has day-to-day responsibility for ensuring this policy is put into practice</b>                                  |  |   |
| Statement of general policy  | Responsibility of:<br>(Name/Title)   | Action/Arrangements:<br>(What are you going to do?)   |
| Prevent accidents and cases of work-related ill health by managing health and safety risks in the workplace                          | Clerk and Council (body)   | Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessment reviewed annually and/or when working habits or conditions change).  |
| Provide clear instructions and information, and adequate training, to ensure employees and volunteers are competent to do their work | Clerk and Council (body)   | Staff and volunteers given necessary health and safety induction and provided with appropriate training and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the supervisor.    |
| Engage and consult with employees on day-to-day health and safety concerns   | Clerk and Council (body)   | Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety reviews or sooner as/if necessary.  |
| Implement emergency procedures as determined by the Parish emergency plan or existing legislation                                    | Clerk, Council (body) and under direction of Bronze, Silver, Gold, Command | Implementation of the Parish Emergency Plan   |
| Fire safety in buildings hired by Parish Council. Regulatory reform (Fire Safety) Order 2005   |  | Buildings utilised by the Parish Council are not owned by the Council and it should be ensured that Landlords have a fire Safety Plan.  |
| Maintain safe and health working conditions, provide and maintain equipment and machinery, and ensure safe storage/use of substances | Clerk and Council (body)   | Provision of PPE as needed in connection with Parish Council business, where risks cannot be eliminated. Regular checks of equipment prior to use on each occasion and periodic testing/servicing as required by service schedules and requirements by legislation. |

|  |                              |
|--|------------------------------|
| Health & Safety law poster is displayed by Landlord  | Village Hall - Yes           |
| First aid box is located:  | Village Hall and Handyperson |
| Accident forms:  | Clerk                        |
| Accidents and ill health at work reported under RIDDOR (Reporting of injuries, Diseases and Dangerous Occurrences Regulations) <a href="http://www.hse.gov.uk/riddor">http://www.hse.gov.uk/riddor</a> |                              |

This Policy should be reviewed if it is no longer valid, e.g. if circumstances change. As the Parish Council has fewer than five employees it is not required to have a written policy.

# Tickton & Routh

## Parish Council

|        |
|--------|
| Number |
|--------|

### ACCIDENT AND INCIDENT REPORT FORM

| DETAILS OF ACCIDENT, INCIDENT OR NEAR MISS |                                     |
|--|-------------------------------------|
| Date of accident or near miss              | Time of accident or near miss       |
|  |                                     |
| Where did the accident/incident occur?     |                                     |
|  |                                     |
| DETAILS OF INJURED PERSON (IF APPLICABLE)  |                                     |
| Title                                      | Address of injured person           |
| Surname                                    |                                     |
| Forename(s)                                |                                     |
| Injury or part of body injured             | Treatment                           |
|  |                                     |
| Occupation of injured person               | Employment status of injured person |
|  |                                     |
| Time off work                              | Employee No.                        |
|  |                                     |
| Date of birth                              |                                     |
| Name and contact details of all witnesses  |                                     |
|  |                                     |
| Action to prevent re-occurrence            |                                     |
|  |                                     |
| Details of person completing this form     |                                     |
|  |                                     |

# Tickton & Routh Parish Council

## HEALTH AND SAFETY POLICY

### Introduction to the Policy

The policy applies to all staff, volunteers, councillors, contractors and the general public. The policy has been drawn up in response to and in accordance with the Health and Safety at Work Act 1974. Tickton and Routh Parish Councillors are aware that it has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice for all staff, volunteers, parish councillors, contractors and the general public.

The Council accepts its responsibility for the health and safety of other people who may be affected by its activities.

The Council will, so far as is reasonably practicable, pay particular attention to:

1. Maintaining necessary and up-to-date knowledge and keep contact with relevant outside bodies and developments in legislation, code of practice and other guidance material relating to the activities of the Council.
2. The provision and maintenance of equipment and systems of work and ensure they are in a fit and safe state.
3. Involving and motivating staff and volunteers in health and safety matters.
4. Controlling situations which may threaten life, health or property.
5. The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work

### Responsibility

Overall and final responsibility for Health & Safety and related matters rests with the Council. However, day-to-day responsibility for implementation of this policy is delegated to the Clerk.

Under the Health & Safety at Work Act, all employees

1. Are under a duty to take reasonable care for the Health & Safety at Work of themselves and any other people who might be affected by these acts or omissions.
2. Are under a duty to co-operate with their employer and others to enable them to comply with statutory duties and requirements.
3. Must not intentionally or recklessly misuse anything provided by the employer or anyone else in the interests of Health & Safety or welfare.

### Accidents

Employees and volunteers are responsible to do everything they can to prevent injury to themselves, their colleagues and others affected by their actions or omissions at work. They are expected to follow the Parish Council's procedures in particular, to report any incidents that have or may have led to injury or damage as soon as possible.

### Violence at Work

Violence at work can be defined as: *'Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'* (<http://www.hse.gov.uk/pubns/indg69.pdf>).

This may also include any form of verbal abuse, any form of harassment due to any of the discriminations identified within the Parish Council's Equality and Diversity Policy, as well as any other threatening behaviour and physical attack.

The Parish Council is committed to ensuring the personal safety of its staff and volunteers while they are within the working environment. Staff and volunteers are required to:

1. Follow the procedures set out with regard to personal safety.
2. Report any incident which comes under the definition above.
3. To report any incident where there was a feeling of threat.

### **Personal protective equipment at work (PPE)**

The Council acknowledges that the use of personal protective clothing as a means of saving or protecting the employee from injury must be as a last resort. Every means available to the Council to eliminate or reduce possible causes of harm to the employee must be considered first.

A risk assessment will be carried out. When it is identified that PPE needs to be supplied it will be supplied to the employee free of charge, be suitable for that person, compatible for the work and comply with EC design. It will also be maintained in a good and clean condition suitable for its purpose and stored correctly when not in use. Employees who have been issued with PPE will be required to use it.

### **Equipment**

Employees, volunteers and contractors are to ensure that they use any equipment in accordance with the manufacturer's instruction handbook, health & safety guidance\* and training that they have received. They should report any serious or imminent danger and any shortcomings that they see in the protection arrangements, to the Clerk.

### **Electrical Equipment**

Electrical equipment is normally safe, provided it is properly installed and regularly inspected and care is taken.

### **VDU Users**

An assessment will be made of the employee's workstation to ensure that there is adequate light, seating, screen protection, foot rests and support for typing.

### **Control of Substances Hazardous to Health (COSHH)**

Any hazardous substances identified by the employee or volunteer should be reported to the Clerk prior to use, and if possible, safer alternatives found. If this is not possible, then arrangements be made for substances to be labelled and stored safely.

### **Manual Handling**

- Do not lift objects which pose undue strain
- Always check the load before moving it
- Avoid the need for handling wherever possible
- Always use appropriate aids
- Do not attempt to lift alone if two people are more appropriate
- Training will be provided for staff and volunteers when necessary

### **Lone Working**

Employees and volunteers are to ensure that the Parish Council Lone Working Policy is adhered to.

### **Home Working**

Employees are to ensure that the Parish Council Home Working Policy is adhered to.

### **Monitoring and Reviewing**

Tickton & Routh Parish Council is committed to ensuring safe working conditions for all staff and volunteers. The Clerk is responsible for monitoring these procedures on a regular basis.

\*The Health & Safety Executive (HSE) provide information and leaflets which will be made available to supplement the Health and Safety Policy <http://www.hse.gov.uk/>