

Arnside Parish Council

Health and Safety Policy

1. PURPOSE

Arnside Parish Council has adopted a Health and Safety policy to protect its employees, contractors, visitors and users of its assets and premises and to encourage safe working practices.

The main aims of the policy are:

No harm to employees and contractors

No harm to the public.

Statement of health and Safety Policy

Arnside Parish Council accepts its responsibility to pursue a policy which ensures as far as is reasonably practicable the health and safety of its employees, contractors, visitors and users of its assets and premises and others who may be affected by the council's activities. To this end the Council declare their intention to meet the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other statutory requirements

The Council recognises that accident prevention is an essential element of good work practice and that its pursuit benefits the efficiency of the Council and its employees and others.

Health and Safety Objectives

Arnside Parish Council's objectives are:

- a. Provide and maintain work places which are without risk to the health and safety of any employee, contractor, visitor or user of its assets and premises.
- b. Provide a working environment of a standard which will ensure the health and safety of its employees and others who may be affected by the Council's activities.
- c. Assess the risk to the health and safety of Council employees and anyone else who could be affected by its activities, recording such assessments and making them freely available.
- d. Provide, where appropriate tools, equipment and plant which are safe and without undue risk to the users.

- e. Institute procedures for the reporting of defective equipment or other hazardous conditions and the rectification of such defects.
- f. Ensure that adequate arrangements are in place for the storage and handling of all equipment and substances used by the Council.
- g. Inform employees, contractors, visitors and users of its assets and premises of the risks associated with its work activities by means of notices and instructions and to clearly define and agree the work methods necessary to minimize the risks to health and safety.
- h. Promote the instruction and training of employees in matters of health and safety, so as to enable them to recognize, report and avoid hazards at work.
- i. Provide and maintain, where appropriate, safety equipment and protective clothing (PPE) and ensure employees and contractors are advised of their obligation to use such.
- j. Ensure that procedures are in place to record all accidents and incidents of ill health which may arise from Council activities and the investigation of same.
- k. Provide adequate welfare and amenity facilities and make such arrangements as may be necessary to ensure the welfare of employees and contractors whilst at work.
- l. Provide first aid equipment, facilities and training, where appropriate, to ensure adequate initial response to accidents.
- m. Advise all employees and contractors on their obligations in the matters of health and safety.
- n. Nominate a Council member to have responsibility together with the Clerk for general oversight of health and safety.
- o. Control the activities of contractors on council premises and ensure contractors work to health and safety requirements which are at least to the same standard as those set out in this policy.
- p. Regularly review the health and Safety policy and amend as required by new working practices, laws, regulations or guidance.

2. SCOPE

This policy applies to all council members, employees, contractors, and volunteers.

3. ORGANISATION ROLES AND RESPONSIBILITIES

The Full Council

The full Council will receive reports on Health and Safety, consider issues likely to affect the council, monitor health and safety performance and compliance with legislation. It shall also ensure that adequate resources are available to discharge the Council's health and safety commitments together with promoting a positive and proactive attitude to health and safety.

The full Council shall, where necessary provide for inspection, investigations of accidents, incidents, near misses and other dangerous occurrences and ensure that the Clerk forwards reports of legally notifiable cases of disease to the appropriate authority.

Council members are named as lead members who have delegated responsibilities for specific areas of council operations. Officers have job descriptions outlining their specific work and receive training and instruction where necessary. Contractors are provided detailed contracts requiring an appropriate level of competency and agreed work methods and volunteers receive guidance and or training.

The Parish Clerk

The Parish Clerk on behalf of the Council is to coordinate the implementation of the Health and Safety Policy.

The Clerk together with the councilor nominated to lead Health and Safety will advise on Health and Safety training, on prevention of injury and illness to personnel and damage to equipment. The Clerk will advise on legal Health and Safety requirements and in conjunction with nominated councilors conduct routine site inspections, and report on failures to meet standards and any increased risk.

The Clerk will also maintain a record of the following;

Relevant laws, statutes, Approved Codes of Practice, guidance, certificates, risk assessments, accident/incident reports and investigations (as per NALC guidance) and advise the Council on amendments pertaining to such.

The Clerk will:

Make arrangements for carrying out suitable and sufficient risk assessments.

Ensure that all employees are fully aware of and instructed in their responsibilities and take steps, as far as is reasonably practicable, to ensure that they are properly implemented.

Ensure that all works carried out on Council premises and all plant, machinery and equipment where relevant, complies with statutory requirements and approved or agreed standards.

Ensure that employees are conversant with the Council's accident/incident reporting procedures and the reporting of Injuries, Diseases and Dangerous occurrences. Also ensuring that, under the direction of the Council, subsequent investigation and remedial actions take place.

Provide adequate first aid supplies/facilities in accordance with current regulations.

Ensure that statutory notices as required are displayed and that statutory registers are provided and used.

Ensure that periodic statutory inspections and tests are conducted and any repairs to equipment are carried out and appropriate records kept. (Where equipment is found to be faulty then this has to be isolated until repairs are concluded).

Ensure that adequate fire precautions and appliances are in place and that in the event of a fire, employees are conversant with the fire and evacuation procedures.

Make available and enforce the use, where necessary of safety equipment and protective clothing in accordance with current regulations and Council instructions.

Verify that employees, contractors and volunteers are competent and have received adequate training, information and instruction.

All Council members, employees, contractors and volunteers

Are required to take reasonable care of their own safety and that of any one else who may be affected by their activities.

Each member, employee, contractor or volunteer is responsible for;

- a) Familiarising themselves with and conforming to health and safety instructions.
- b) Not misusing or permitting misuse of anything provided in the interests of health and safety.
- c) Reporting all accidents and incidents to the Clerk.
- d) Using the appropriate personnel protective equipment/clothing where required.

Approved by Arnside Parish Council at meeting 11th September 2017 Minute number 17-18/136

4. REFERENCES

- a. Electricity at Work
- b. Risk Assessment
- c. First Aid
- d. Control of Substances Hazardous to Health
- e. Display Screen Equipment
- f. Manual Handling
- g. Personnel Protective Equipment
- h. Workplace Welfare
- i. Working at height
- j. Lone worker

Accident/Incident Reporting