

CLIFFORD CHAMBERS & MILCOTE PARISH COUNCIL

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HEALTH & SAFETY POLICY

Purpose of this policy

The purpose of this policy is to:

- a) Minimise and manage health and safety risks in the workplace.
- b) Provide clear instruction and adequate training to ensure employees are competent to do their work.
- c) Consult employees on matters affecting their health and safety
- d) Ensure safe handling and use of equipment and substances
- e) Detail emergency procedures, including evacuation in case of fire or other significant incident and
- f) Conduct regular inspections and training enabling avoidance of hazards
- g) Employees have a duty to assist the Council in its health and safety objectives and it is essential that all staff/volunteers/members read the Health and Safety Policy and meet all the obligations imposed.
- h) Staff must take all reasonable care to avoid injury to themselves or to other persons likely to be affected by their activities at work and to co-operate in meeting any duty or requirement imposed on the Council by any statutory provisions.
- i) Periodically review council activities to ensure that this policy, procedures, risk assessments and control measures contained within, continue to be up to date and relevant to the Council.

Responsibilities and duties

Overall responsibility for health and safety lies with Clifford Chambers and Milcote Parish Council. Day to Day responsibility for ensuring this policy is put into practice lies with the Clerk. However, all employees and members are responsible for ensuring this policy is observed.

Council's duties to employees

The general duty of Clifford Chambers & Milcote Parish Council (the employer) shall be that stated in Section 2(1) of the Health and Safety at Work etc. Act 1974, that is 'to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees', in particular:

- (a) the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- (b) arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- (c) the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;

(d) so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;

(e) the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work. *Health and Safety at Work etc. Act 1974, Section 2(2)*

Council's duties to non-employees (including contractors and councillors)

The general duties of Theale Parish Council (the employer) shall be the following:

(1) It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.

(2) In such cases as may be prescribed, it shall be the duty of every employer [. . .] in the prescribed circumstances and in the prescribed manner, to give to persons (not being his employees) who may be affected by the way in which he conducts his undertaking the prescribed information about such aspects of the way in which he conducts his undertaking as might affect their health or safety. *Health and Safety at Work etc. Act 1974, Section 3*

Considering this, Clifford Chambers and Milcote Parish Council will inform contractors and councillors of its Health and Safety Policy

In addition, Clifford Chambers and Milcote Parish Council will endeavour to ensure contractors and councillors do not expose employees to risks to their health and safety. As such, Clifford Chambers and Milcote Parish Council will ensure independent contractors are competent to undertake the work and request that they have public liability insurance cover.

The Clerk

The clerk is responsible for:

- a) Fostering a positive culture within the Council towards health and safety
- b) Ensuring that all those under their control understand and comply with the Council's safety policy provisions and that they are being effectively carried out and adhered to.
- c) Encourage all staff to set a high standard of health and safety management
- d) Advising staff/volunteers of their responsibilities under this policy
- e) Ensuring that all persons under their control are given adequate instruction, information and training to carry out the health, safety and welfare requirements and responsibilities delegated to them and can effectively implement safe systems of work.
- f) Ensure all contractors comply with the necessary health and safety standards and request a copy of their public liability insurance cover.

Employees

All employees are required:

(a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

Considering this, all employees agree to abide by this Health and Safety Policy whilst working.

Risk assessment

To abide by Section 3 of the Health and Safety at Work Regulations 1999, the Clerk will conduct an annual risk assessment of all its activities. This will follow the Health and Safety Executive's five steps to control health and safety risks, that is:

- a) identify hazards
- b) assess the risks
- c) control the risks
- d) record your findings e review the controls.

The Health and Safety Risk Assessment will be conducted annually or more often if necessary.

In line with Section 7 of the Health and Safety at Work Regulations 1999, Clifford Chambers and Milcote Parish Council will appoint the Clerk to assist in undertaking the necessary measures to comply with statutory requirements. The council shall ensure the time available for the Clerk to fulfil their functions and the means at their disposal are adequate with regard to the size of the undertaking, the risks to which employees are exposed and the distribution of those risks throughout the undertaking.

COSHH (Control of Substances Hazardous to Health)

Whilst the nature of council business makes it unlikely that staff will encounter hazardous substances in the workplace, it is recognised that some substances have the potential to cause ill-health. The council will ensure that such substances are assessed and that, so far as is reasonably practicable, will be replaced with suitable and less hazardous substances wherever possible.

Clifford Chambers Parish Council will complete COSHH assessments for those operations in which hazardous substances or materials are used, or places in which items are stored (including waste products) to identify and evaluate the risk associated with its use. Where necessary control requirements regarding storage and disposal and limit exposure to employees and others who may be affected by those operations.

The council will obtain supplier's safety data sheets for all substances used on site. These will be kept centrally by the Clerk who will provide copies to H&S representatives and First Aiders when required.

An assessment will be carried out for new substances introduced into the workplace.

COSHH assessments will be carried out by the Clerk or by such other suitably qualified persons as directed.

A review of COSHH assessments and control measures will be undertaken as and when required ensuring that they remain appropriate and effective.

Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 applies to workers who use Display Screen Equipment daily, for an hour or more at a time. The regulations do not apply to workers who use Display Screen Equipment infrequently or only use it for a short time.

Clifford Chambers and Milcote Parish Council will:

- a) address the use of Display Screen Equipment in its Health and Safety Risk Assessment
- b) encourage employees to reduce the risks associated with using Display Screen Equipment, e.g., taking regular breaks and
- c) provide an eye test if an employee asks for one.

Employers' liability insurance

Local councils are required by law to insure against liability for injury or disease to their employees arising out of their employment under the provisions of the Employers' Liability (Compulsory Insurance) Act 1969. Full details can be found published by the Health and Safety Executive.

Fire safety

Clifford Chambers and Milcote Parish Council carry out a fire safety risk assessment as part of its overall Health and Safety Risk Assessment. Based on the findings of the assessment, the council will ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire.

In particular, the council will:

- a) keep sources of ignition and flammable substances apart
- b) avoid accidental fires, e.g. make sure heaters cannot be knocked over
- c) ensure good housekeeping at all times, e.g. avoid build-up of rubbish that could burn
- d) consider how to detect fires and how to warn people quickly if they start, e.g. installing smoke alarms and fire alarms or bells
- e) have the correct fire-fighting equipment for putting a fire out quickly
- f) keep fire exits and escape routes clearly marked, and unobstructed at all times
- g) ensure employees receive appropriate training on procedures they need to follow, including fire drills and
- h) arrange for a regular inspection of all fire safety equipment by a qualified engineer.

Accident/Incident Reporting

All accidents, industrial diseases and dangerous occurrences will be reported to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Reviewed and adopted 14th March 2022