

HEALTH AND SAFETY POLICY

1.0 Introduction

Winterbourne Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Parish Council.

The Parish Council will meet its responsibilities under the Health and Safety at Work Etc. Act 1974, as amended, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

The Parish Council will seek as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Parish Council's responsibilities for ensuring safe working conditions.

2.0 Aims of the Health and Safety at work policy

To provide as far as is reasonably practicable:

- a) A safe place of work and a safe working environment.
- b) Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- c) Systems of work that are safe and without risk to health.
- d) Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
- e) Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- f) Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

3.0 Arrangements and Responsibilities for carrying out the Health and Safety policy at work

The ultimate responsibility for health and safety rests with the Councillors of Winterbourne Parish Council. Day to day responsibility for implementation is delegated to the Clerk. However, all employees have responsibility for health and safety matters during their day to day duties.

3.1 The Clerk will:

- a) Keep informed of relevant Health and Safety policy legislation.
- b) Advise the Parish Council on the resources and arrangements necessary to fulfil the Parish Council's responsibilities under the Health and Safety at Work Policy.
- c) Make effective arrangements to implement the Health and Safety at Work Policy.
- d) Ensure that matters of Health and Safety are discussed as required at meetings of the Parish Council.
- e) Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures.
- f) Maintain a file of risk assessments.
- g) Make effective arrangements to ensure those contractors or voluntary helpers working for the Parish Council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Parish Council's Health & Safety at Work Policy.
- h) Ensure that work activities by the Parish Council do not unreasonably jeopardise the health and safety of members of the public.
- i) Maintain a central record of notified accidents.
- j) When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- k) Act as the contact and liaison point for the Health and Safety Inspectorate.
- l) All incidents and / or accidents must be reported to Full Council.
 - The Clerk is responsible for investigating work related causes of sickness absences and reporting them to the Parish Council.
 - The Parish Council is responsible for acting on investigation findings to prevent recurrence and reviewing the relevant risk assessment(s).
- m) Identify and monitor any training needs. Training records to be kept in staff folders.
- n) COSHH (Control of Substances Hazardous to Health Regulations 2002) assessments are the responsibility of the Parish Council. The Clerk will be responsible for ensuring that all actions identified in the assessments are implemented. The Clerk will ensure that new substances can be used safely before they are purchased. COSHH Assessments will be reviewed annually or when work activity changes, whichever is soonest. **Appendix A**
- o) A First Aid box is available in all rooms used by staff and members of the public.

3.2 With reference to contractors:

- a) The Council acknowledges that putting a service out to tender is not a mechanism for transferring all the health and safety risks and responsibilities to a contractor.
- b) The Council, as Client, will ensure that whoever carries out the work is able to do so in a way that controls health and safety risks. They will not force conditions or systems upon the service provider that put workers or the public at unacceptable risk.
- c) From conception to conclusion, the Parish Council acknowledges it has a duty to ensure that the contract is specified and carried out in a manner that ensures, so far as is reasonably practicable, the health and safety of contractors, employees and members of the public, including service users.
- d) The Council will test any prospective service provider's ability to deliver a safe and healthy operation.
- e) The Council will ensure, through robust client monitoring, that what was required has been done and that the systems of control remain effective.

3.3 All employees, contractors and voluntary helpers will:

- a) Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety.
- b) Take reasonable care for their own Health and Safety, to use appropriate personal protective equipment (PPE) and, where appropriate, ensure that appropriate First Aid materials are available.
- c) Take reasonable care for the Health and Safety of other people who may be affected by their activities.
- d) Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
- e) Where it is noticed that safety guards, safety devices or other equipment provided for Health and Safety have been removed or tampered with, it must be immediately reported to the Clerk, and the equipment reinstated.
- f) Not misuse any plant, equipment tools or materials so as to cause risks to Health and Safety.
- g) Report any accidents or hazardous incidents to the Clerk.

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Appendix A - Control of Substances Hazardous to Health (COSHH Regulations)

A.1. Assessment

The assessment must be a systematic review.

- What substances are present? In what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos Regulations 2006?

A.2. Prevention or Control

Employers have to ensure that the exposure of workers to hazardous substances is **prevented** or, if this is not reasonably practicable, **adequately controlled**. On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may be present. This may mean **preventing** exposure by:

- removing the hazardous substance;
- changing the process;
- substituting with a safe or safer substance, or using a safer form;
- Or, where this is not reasonably practicable, **controlling** exposure by, for example:
 - totally enclosing the process;
 - using partial enclosure and extraction equipment;
 - general ventilation;
 - using safe systems of work and handling procedures.

It is for the employer to choose the method of controlling exposure and to examine and test control measures if required. The Regulations limit the use of Personal Protective Equipment (e.g. respirators, dust masks, protective clothing) as the means of protection to situations where other measures cannot adequately control exposure.

Employers must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training so that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to do the job properly

Winterbourne Parish Council: Greenfield Centre	Date of assessment: Date discussed with employees: Review Date:
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Step 1 Substance	Step 2	Step 3		Step 4 Action		
What is the hazard?	What harm and to whom?	What are you already doing?	What improvements could be made?	Who	When	Check

Winterbourne Parish Council: Boiler Room	Date of assessment: Date discussed with employees: Review Date:
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Step 1 Substance	Step 2	Step 3		Step 4 Action		
What is the hazard?	What harm and to whom?	What are you already doing?	What improvements could be made?	Who	When	Check

Winterbourne Parish Council: The Mower House	Date of assessment: Date discussed with employees: Review Date:
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Step 1 Substance	Step 2	Step 3		Step 4 Action		
What is the hazard?	What harm and to whom?	What are you already doing?	What improvements could be made?	Who	When	Check