

BARTON PARISH COUNCIL

HEALTH AND SAFETY POLICY

Adopted by a resolution of Barton Parish Council on 5 March 2024

1. General statement of policy

Barton Parish Council ("the Council") believes that providing a safe and healthy environment is an integral part of its duties and is fully aware and observant of its responsibilities under the Health and Safety at Work legislation. The Council therefore will do all that is reasonably practicable to meet those responsibilities by incorporating good health and safety management within its operations.

The objective of this policy is to minimise risks posed by the Council's activities to the health and safety of its employees, volunteers, residents and visitors. All reasonable steps will be taken to ensure a safe working and community environment is created.

Members of the Council will be responsible for implementing this policy and must ensure that health and safety considerations are prioritised in the planning and supervision of work.

All employees, volunteers and contractors must be made aware of and observe this policy and ensure that, so far as is reasonably possible, their own work is carried out without risk to themselves or others.

This policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the Council will review the policy and the way in which it has operated on an annual basis.

2. Duties and Responsibilities of Councillors

2.1 All Councillors are jointly responsible for the implementation of this Policy, for ensuring the Council's affairs comply with it and for ensuring that all insurance policies are in date. In doing so, they will ensure that:

- A copy of this policy is circulated to all employees and voluntary workers on appointment;
- Contracts of employment include compliance with statutory and company health, safety & environmental requirements;
- All staff have adequate competence and training for carrying out their specific jobs and for ensuring the health, safety and welfare of themselves and those around them;

- Employees and voluntary workers are made aware of the hazards which may exist within the operation of their tasks and confirm that they fully understand and observe this Policy;
 - No employee or voluntary worker shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless he or she possesses such knowledge or experience, or is under supervision of a competent person having regard to the nature of the work;
 - Safe methods of work are adopted.
 - Any accidents arising out of the Council's activities are recorded in the online Accident Record Book, which is maintained by the Clerk to the Council in accordance with data protection legislation; and
 - Regular inspections of equipment are carried out and necessary records kept.
- 2.2 The Council owes a duty of care to visitors to Council-controlled areas of the village. Councillors will ensure so far as is reasonably practicable that safe access is available and that those areas are maintained in a safe condition.

3. Duties and Responsibilities of all Employees and Volunteers

- 3.1 Employees and volunteers must observe this Policy and conform with the Health & Safety at Work etc. Act 1974 and associated legislation.
- 3.2 Employees and volunteers must take reasonable care of the safety and health of themselves and others who may be affected by their acts or omissions and must cooperate with the Council to enable it to fulfil statutory obligations.
- 3.3 Employees and volunteers are responsible for the proper use any safety equipment or devices involved in their work.
- 3.4 All accidents and near miss incidents must be reported to the Clerk to be recorded in the online accident book as soon after the event as possible.
- 3.5 Employees and volunteers must request assistance or advice about any area of work that they are not familiar with.

4. Duties and Responsibilities of all Contractors

- 4.1 Any contractors retained by the Council shall be responsible for conducting themselves safely at all times and for complying with this Policy.
- 4.2 Any work carried out by the contractors must be fully in compliance with statutory legislation and any applicable Codes of Practice to ensure the health and safety of their own employees and others on and off site.

- 4.3 All tools and equipment that they bring onto site must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary certificates must be available for checking.
- 4.4 Any injury sustained whilst on site must be reported to the Clerk immediately.
- 4.5 All electrical equipment must have a valid Portable Appliance Test certificate.
- 4.6 The contractor must carry adequate public liability insurance for the work undertaken and supply evidence of this insurance to the Clerk.
- 4.7 Where required to do so by the Council, contractors must provide written risk assessments and method statements before commencing work for or on behalf of the Parish Council.

5. Violence/Personal Safety

So as to avoid violence and aggression from members of the public or contractors, all employees, volunteers and councillors should avoid getting into a confrontational situation. Always remain polite, but back off from situations that are potentially dangerous. Any incidents should be reported to the Clerk who may call the police if it is considered necessary.

6. Dignity at Work

Councillors, employees, and where appropriate, volunteers and contractors should be made aware of the Council's Dignity at Work Policy and the Council's commitment to creating a working environment where all Council employees, councillors, contractors and others who come into contact with the Council in the course of its work are treated with dignity, respect and courtesy. The Council has pledged to create a workplace where there is zero tolerance for harassment and bullying.

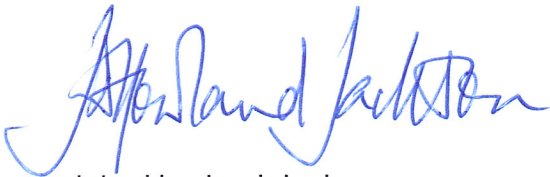
7. Inspections & Documentation Review

An annual inspection of village assets will be carried out and the findings recorded. Any serious defects / items for attention must be actioned immediately. Activity risk assessments, the health and safety policy document and all other health and safety documentation will also be reviewed annually taking into account any changes in personnel, procedural or physical changes.

8. General Advice on health and safety for all

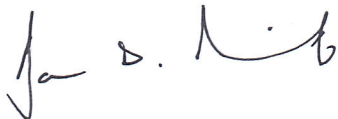
General advice to all employees, councillors, volunteers and contractors is attached at the Appendix to this Policy.

Approved and adopted by Barton Parish Council on 5th March 2024



John Howland-Jackson

Chairperson



Ian Minto

Clerk

APPENDIX –

SLCC Guidance on Health and Safety at work

Getting hurt at work or becoming ill through work is not a pleasant subject. The reality is that, according to HSE statistics for 2010/2011, 175 people lost their lives at work in Britain. In addition, there were 200,000 reportable injuries, and 1.2 million people suffered from ill health caused or made worse by work.

Local Councils are, like all other employers, under a duty of care to ensure so far as reasonably practicable, the health, safety and welfare at work of all their employees. The obligation includes amongst others, the maintenance of a place of work and a working environment in a condition which is safe and without risks to health. There is also a duty on employees to behave at work so as not to put at risk other employees or members of the public.

Controlling dangers at work is no different from tackling any other task – recognising the problem, knowing enough about it, deciding what to do, putting the solution into practice. If you have five or more employees you must have a written health and safety policy statement (an example of a policy is annexed to this note). The policy should set out how your council manages health and safety in the organisation. As the Clerk, you are responsible for carrying out risk assessments – careful examinations of what could cause harm to you or other employees of the Council. Issues you should consider includes slip, trips and falls, asbestos, hazardous substances, display screen equipment, noise, electricity, maintenance and building work, fire and stress. Further advice on risk assessments can be obtained from the Health and Safety Executive. In particular they produce a useful leaflet which can be down loaded from their web site (www.hse.gov.uk) called Five Steps to Risk Assessment.

You should also carry out ‘one-off’ risk assessments for special events such as firework displays, community days, fetes or fairs. The principle is the same: identify the risks and take all possible steps to minimise them.

Does Health and Safety concern me?

- All Councils with five or more employees should have a written health and safety policy
- All Councils have to assess the risks from their work activities
- All Councils with five or more employees have to record the significant findings of their risk assessment
- All Councils have to consult their employees or their employees' safety representatives on health and safety matters
- All Councils have to provide health and safety training for employees

The Law

Management of Health and Safety at Work Regulations 1999 (SI 1999/3242) (risk assessment)

Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513)

Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500)

What to do if there's an accident at work

If someone has been hurt or fallen ill at work it's important to take care of them straight away, and make any dangerous conditions safe. First-aid means treating minor injuries at work and giving immediate attention to more serious casualties until medical help is available. Through this initial management of injury or illness suffered at work, lives can be saved and minor injuries prevented from becoming major ones. Reporting accidents and ill health at work is a legal requirement. The enforcing authorities use the information to see the big picture of where injuries, ill health and accidental losses are occurring, and to advise on preventive action.

As an employer your Council must provide first aid equipment and facilities appropriate for the circumstances in your workplace. The minimum would be a suitably stocked first-aid box and a person appointed to take charge of first-aid arrangements. You should consider whether your Council might need to provide more than the minimum.

You should record all accidents, however minor in an accident book. More serious accidents should be reported to the relevant enforcing authority (normally your district or unitary authority).

The Law

Health and Safety (First-Aid) Regulations 1981 (SI 1981/917)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (SI 1005/3163) (RIDDOR)

Contractors

It's easy to overlook contractors especially if your council only uses them occasionally. As Clerk you are responsible for any contractors who do work for your Council. You need to ensure that you have taken reasonable measures to ensure their safety. The issues you should consider include:

- Does anyone ever have to work on the roof, at a height or on fragile materials?
- Does anyone have to fault find and repair machinery or equipment when it breaks down?
- Is there a tank, pit, grave, silo or similar confined space into which someone might go – and would you know if they did?

- Have you found out whether there is any asbestos in your buildings or plant which could be disturbed during maintenance or alterations?
- Does the contractor have the right equipment and clothing for the task and have they undergone the necessary training?

The Law

Construction (Design and Management) Regulations 2007 (SI 2007/320)

Lifting Operations and Lifting Equipment Regulations 1998 (SI 1998/2307)

Provision and Use of Work Equipment Regulations 1998 (SI 1998/2306)

Confined Spaces Regulations 1997 (SI 1997/1713)

Volunteers

Volunteers are in the same position as contractors, except that they will probably have less experience of using the equipment and are less likely to have protective clothing or to have undertaken training. As Clerk, you are responsible for ensuring their health and safety.

How and where you can get more help

The Health and Safety Executive (www.hse.gov.uk) provides lots of advice much of which is free of charge.