

BARTON PARISH COUNCIL: HEALTH AND SAFETY POLICY

adopted Oct 2015; reviewed June 2017; review June 2019

1. GENERAL STATEMENT OF POLICY

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.3 The 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 every year.

2. RESPONSIBILITIES

2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of the Parish Council of Barton. The Clerk is responsible for this policy being carried out at all the Council's premises and any delegated person will be responsible as a deputy.

2.2 The following supervisors are responsible for safety in particular areas:

Supervisor	Area	Any Responsibility	Special
Clerk	Home office In village	varied	
Delegated persons	In village	varied	

2.3 All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.4 Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.

2.5 Consultation between management and employees is provided by immediate day to day discussion with the Town Clerk.

2.6 The Accident Record Book is kept online.

3. FIRST AID ***DEFIBRILLATOR installed outside School May 2016***

3.1 First Aid boxes are located as follows:

Box 1: The kitchen at the Village Hall.

Box 2: The kitchen at the Pavilion.

Box 3: The home office

3.2 Appointed persons responsible for boxes are:

Box 1: The Village Hall Chair.

Box 2: The Pavilion Secretary

Box 3: The Clerk

4. FIRE SAFETY

4.1 Fire extinguishers shall be inspected and maintained regularly in the Village Hall and Pavilion by those responsible above.

4.2 The fire alarm system is in operation at the Home Office and tested regularly by the Clerk.

4.3 Fire exits shall be kept free from obstructions.

4.4 Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.

N.B. The above cannot be implemented in the home office situation, but all reasonable care will be taken.

5. TRAINING

5.1 The Clerk has overall responsibility for training.

6. GENERAL ADVICE

6.1 General advice to all employees is attached as the **Appendix below** with further reference to the **Council's Risk Assessment**.

For specific and helpful advice, consult www.hse.gov.uk

The health and safety toolbox: How to control risks at work?

APPENDIX SLCC GUIDANCE

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.

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