



Charmouth Parish Council

HEALTH AND SAFETY POLICY

Section 1

Health safety and welfare policy

Charmouth Parish Council has adopted a health and safety policy to protect all of its employees, visitors, contractors and users of premises, and to encourage safe working practices. This document explains the policy and the systems that have been set up, within the organisation, to make sure that the Policy is working.

Please read this document carefully, and make sure you understand it. If you want to discuss safety matters generally, or have a particular problem, you should consult the *Parish Clerk/Facilities Manager*.

Statement of health, safety and welfare policy

The members of *Charmouth Parish Council* accepts its responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of all employees, contractors, visitors and users of premises, and others who may be affected by the council's activities, and declare their intention to meet the requirements of the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions.

Charmouth Parish Council will continue to ensure that its policy, legal obligations and experience are applied effectively throughout the Council where it has legal obligations.

The Council recognises that accident prevention is an essential element of good work practice and that its pursuit benefits the efficiency of the Council's operations, as well as the welfare of its employees. It is recognised that effective prevention of injury and damage requires commitment at every level.

Section 2

Organisation and responsibilities

1. The Clerk will:-
 - a) Monitor the health and safety performance of the Council and compliance with legislation.
 - b) Promote a positive health and safety culture within the Council.
 - c) Ensure that adequate resources are available to discharge the Council's health and safety commitments.
 - d) Ensure in conjunction with the Facilities Manager that safety inspections, investigation of accidents, incidents, near misses, and other dangerous occurrences are undertaken and forward reports of legally notifiable cases of disease to the appropriate authority.
2. The Parish Clerk, and Facilities Manager, will co-ordinate the implementation of the health, safety and welfare policy. The Clerk, together with the Facilities Manager will:-
 - a) Advise on planning and development of health and safety training to meet the Council's requirements and ensure adequate training records are kept.

- b) Ensure that all employees are competent to carry out their duties safely having received adequate information, instruction, supervision and training and where necessary that they hold a valid certificate of competence to comply with specific regulations.
- c) Advise on prevention of injury or ill health to personnel and damage to plant/equipment.
- d) Advise on legal requirements affecting health, safety and welfare, and implementation of the Council health, safety and welfare policy.
- e) Carry out routine site inspections on all Council sites, reporting on failures to meet the standards set and situations where Council employees are put at risk from inadequate health and safety facilities (using the appropriate reporting form).
- f) Make arrangements for carrying out suitable and sufficient risk assessments in relation to work activities to eliminate and control risk to the health and safety of employees.
- g) Ensure that all employees are fully aware of, and instructed in their responsibilities as imposed by regulations, codes of practice and Council procedures, and take steps so far as is reasonably practicable to ensure that they are properly implemented.
- h) 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.
- i) Ensure that employees are conversant with the Council's accident or damage reporting procedures and the Reporting of Injuries, Diseases and Dangerous Occurrences as specified by regulations. Also ensure that the cause of any accident and or, dangerous occurrence is thoroughly investigated and that effective follow up action ensues.
- j) Provide adequate first aid supplies and facilities in accordance with current regulations, and ensure that a responsible person is appointed to take control of the situation.
- k) Ensure that statutory notices as required are displayed and that all statutory registers are provided and used.
- l) Ensure that periodic statutory tests, inspections and where applicable maintenance of premises are carried out and the appropriate records kept.
- m) Ensure that adequate fire precautions and appliances are in place and that, in the event of an emergency, employees are conversant with the fire drill to ensure that the building/premises are vacated as quickly as possible.
- n) Make available and enforce the use where necessary of safety equipment and protective clothing, in accordance with current regulations and Council instructions.
- o) Ensure that regular consultation with the workforce takes place.

3. All **employees** are to take reasonable care of their own safety and that of any one else who may be affected by their work activities, and are required to cooperate with *the Parish Clerk/Facilities Manager* in the fulfilment of the Council's duties with regard to health, safety and welfare at Work. Each employee, therefore, will be responsible for:

- a) Making themselves familiar with and conforming to relevant health and safety instructions at all times.
- b) Not interfering with or misusing anything provided in the interest of health, safety and welfare.
- c) Reporting to the *Parish Clerk/Facilities Manager* using the correct reporting procedure, accidents/incidents that have led to, or may lead to, injury or damage. Records will be kept by the Facilities Manager.
- d) Assisting as required in the investigation of accidents or incidents.
- e) Wearing the appropriate protective equipment where required.

Signed:..... Chairman of the Council



Signed:..... Parish Clerk

Dated:...27 March 2018...

Section 3

Arrangements

Risk Assessment

The Management of Health and Safety at Work Regulations impose wide ranging responsibilities on Charmouth Parish Council including the requirement to assess the risk to health and safety to employees and others arising out of Charmouth Parish Council's undertaking.

The Parish Clerk/Facilities Manager will carry out risk assessments in accordance with the Approved Code of Practice (ACOP) and published guidance.

General risk assessments will be carried out on all Council workplaces and on all activities organised by the Council. Risk assessments will be carried out using a team approach by involving employees who are familiar with the work areas.

Risk assessments will be used to determine where action is required to achieve or maintain adequate control of risks. Any action taken will be in accordance with the principles of prevention detailed in the Management of Health and Safety at Work Regulations. Namely by;

- Avoiding the risk.
- Evaluating and reducing the risk as far as reasonably practicable.
- Combating the risks at source.
- Adapting the work to the individual.
- Adapting to technical progress.
- Replacing the dangerous with non or less dangerous.
- Implementing safe systems of work.
- Providing adequate personal protective equipment.
- Providing appropriate information, instruction & training.

The Council is responsible through the Clerk/Facilities Manager for:-

- a) Ensuring that all appropriate risk assessments are carried out, recorded and reviewed periodically.
- b) Ensuring that risk assessments are suitable and sufficient and accessing competent health & safety advice where required.
- c) Ensuring that action is taken to adequately control risks to health & safety identified by the assessment.
- d) Implementing, monitoring and reviewing preventative and protective measures such as safe systems of work.
- e) Ensuring that employees are kept adequately informed of risks to health & safety and control measures provided.
- f) Ensuring that contractors or visitors who may be exposed to risks are adequately informed of the risks and any precautions or preventative measures.
- g) Holding copies of risk assessment documents.
- h) Ensuring that emergency procedures are in place and are formally recorded.
- i) Ensuring that appropriate information, instruction and training is provided.

All employees have a duty to:

- a) Take reasonable care for their own and others health and safety.
- b) Use all work items in accordance with training and advice.
- c) Co-operate with their employer with regard to health and safety matters. Report accidents and dangerous incidents.

- d) Notify their employer of any shortcomings in health and safety arrangements.

Charmouth Parish Council's risk assessments are held centrally by the Parish Clerk/Facilities Manager and also by individual work sections. Copies of risk assessments and safe systems of work are provided to relevant employees, volunteers and contractors.

Accident reporting

When an accident/incident occurs, injuries must receive prompt attention, and any immediate danger should be alleviated. The Council accident/incident report form will be completed by staff members or the Facilities Manager.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and the Social Security Act 1975 require organisations to record accidents/incidents and also to investigate and report to the nearest office of the Health and Safety Executive (HSE) accidents which result in the following:-

- Fatalities.
- Specified major injuries (see RIDDOR leaflet).
- Employees being absent from work for more than 7 days.
- Reportable industrial diseases (see RIDDOR leaflet).

All accidents are investigated and preventative measures implemented where appropriate. Any relevant risk assessments are also reviewed by the Parish Clerk and Facilities Manager.

Employee's responsibilities

All employees are instructed at induction, of the requirements to report all accidents/incidents/near misses occurring to themselves, members of the public, volunteers or contractors and to bring the occurrence to the attention of the Facilities Manager. Employees must also ensure that everything possible is done to minimise damage, particularly injury to persons.

Therefore:-

- Obtain first aid treatment for the injured person.
- Ensure that the accident/incident is reported to the Facilities Manager.
- Record the accident/incident using the provided reporting form.

Employer's responsibilities

- Establish whether the circumstances or the result of the accident/incident are immediately reportable under RIDDOR as a major injury or as dangerous occurrence.
- Investigate the accident/incident and ensure that all necessary steps have been taken to prevent any immediate further injury or damage to property.
- Ensure that an accident/incident reporting form has been completed.
- Take what steps are necessary to remedy the cause of the accident/incident to prevent a reoccurrence.
- Ensure that if an injured employee is absent from work, or unable to carry out their normal work for more than 7 days (not including the day of the accident) Form F2508 is completed on line or sent to the nearest office of the Health and Safety Executive (HSE) within 15 days of the accident.