

Policy Author & Job Title: Parish Clerk & Responsible Finance Officer

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HEALTH AND SAFETY AND LONE WORKERS POLICY

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General Statement of Policy

Bury Parish Council's policy is to provide and maintain safe and healthy working conditions, equipment and systems of work, and to provide such information, instruction, training and supervision as they need for this purpose.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are under the Parish Clerk's direction in conjunction with the Council.

Responsibilities

The Parish Clerk has the overall responsibility within his/her area of control, for the implementation of the Council's Health & Safety Policy.

The overall responsibility lies with the full Parish Council.

- Ensuring the Clerk and Members are familiar with the Health and Safety Policy and its implementation.
- Establishing and maintaining safe, healthy working conditions and systems of work.

- Ensuring through risk assessment and staff appraisal that risks to health and safety are evaluated as per the Council's Risk Management Strategy. Steps should be taken to ensure that suitable control measures are implemented where the risks cannot be eliminated, which should be documented.
- Ensuring that the demands of the job do not exceed the capabilities of the employee with regard to risks to themselves or others.
- Ensuring that health and safety plans are implemented and monitored on an annual basis, where reasonably practicable.
- Ensuring that all incidents are properly recorded and investigated.
- Ensuring that procedures are in place in the event of serious or imminent danger, (i.e. emergency procedures)

Employees Responsibilities

All Council employees are responsible for actively co-operating in the application of this health and safety policy and particularly:

- For taking reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions.
- For informing the Clerk immediately of any situation that comes to their attention, together with any shortcomings they find in any health and safety measures.
- Not to misuse anything (including equipment and documentation) that has been provided by law in the interest of health and safety.
- For following safe working practices applicable to their work at all times.
- Attending training courses which are necessary for them to be competent with Council policies and statutory duties.

Health & Safety (Display Screen Equipment) Regulations 1992

The regulations require the Clerk to:

- Analyse his/her workstation to assess and reduce risks
- Ensure workstations meet specified minimum requirements
- Plan work activities so that they include breaks or changes of activity
- Ensure adequate awareness and training is available

Community Events

The Council is conscious of the need to ensure adequate standards of health at community events. This is the case whether the event is organised primarily by the Council itself or by third parties. Most events will be required to prepare an event management plan using a standard format which contains a Risk Assessment section.

Lone Working/Lone Workers

Under the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999 it is the Council's duty to assess risks to lone workers and take steps to avoid or control risk where necessary. Employees have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting their legal obligations.

Definition of Lone Working/Lone Workers

Lone workers are those who work by themselves without close or direct supervision. For example:

- People in fixed establishments (office or other base)
- A staff member working alone in an office or other base
- People working outside normal hours, e.g. staff working late etc

Reporting an incident

It is important to report any incident that occurs to you, whether it is aggression, violence, a transport breakdown or a personal accident. In this way, a full investigation can be made to access any further potential risks and identify any additional safety procedures needed in order to prevent a similar incident happening to somebody else.

Working alone procedure

If you will be working alone or out of normal hours, you will be expected to ensure that you are safe.