



## **Bury Parish Council HEALTH AND SAFETY POLICY**

### **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. We will ensure that:

- our Health and Safety policy documentation and Health and Safety Management System are implemented, monitored, developed, communicated effectively, reviewed, and amended as required
- a health and safety plan of continuous improvement is created, and progress monitored
- staff understand the allocated responsibilities for health and safety defined in this policy
- suitable and sufficient funds, people, materials, and equipment are provided to meet all health and safety requirements
- adequate insurance cover is provided and renewed
- competent persons are appointed to provide health and safety assistance and advice
- an adequate system of maintenance exists and operates to keep premises, plant, and work equipment in a safe condition
- they communicate and consult with staff on health and safety issues
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner
- the monitoring activities required by this system are undertaken
- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger
- adequate training, information, instruction, and supervision is provided to ensure that work is conducted safely
- health and safety objectives are set, and their achievement is measured and reported in the annual report.

### **Employees Responsibilities**

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

- to take reasonable care of their own safety



- to take reasonable care of the safety of others affected by what we do or fail to do
- not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety
- to co-operate so that we as individuals and our Council can fulfil our legal duties e.g., comply with our safety rules
- to report any hazardous defects in plants and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay
- to set a good personal example in relation to health and safety

### **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 in 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 cooperate 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 another 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 from 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.

### **Responsibilities of the Council**

The Council is responsible for ensuring that the employee's health and safety is protected in all activities at work. In particular, the Council is responsible for the following.

#### **Ensuring that there is safe and adequate plant and equipment**

The Council will ensure that all plant and equipment is regularly inspected and maintained, in accordance with a maintenance schedule. All repairs will be carried out at the earliest opportunity. If any plant or equipment is judged to be damaged or unsuitable for use for any reason it will be put out of action, with clear signage.

#### **Safe premises and place of work**

The Council will ensure that the premises are safe, and that all hazards are removed where possible. If it is not possible to remove a hazard clear signage will be displayed advising employees and any other visitors to the premises of the nature of the hazard and the precautions that should be taken.

#### **Competent and safe fellow employees**

The Council will ensure that all employees receive the appropriate training so that they are competent in all their work duties. If any employee acts in a manner that is likely to put others in danger appropriate disciplinary action will be taken.

#### **Not to tamper with any equipment**

Employees should not carry out any alterations to equipment which might compromise health and safety. Employees who do tamper with equipment are likely to face disciplinary action, which could include summary dismissal.

#### **Not to use any equipment without receiving appropriate training**

No employee should use any equipment without having the appropriate training. The employee is responsible for attending any training that is arranged and completing any assessments that are required.

#### **To take reasonable care of their own health and safety**

Employees are expected to act responsibly and to take care of their own health and safety. This includes wearing any necessary protective clothing and not acting in a dangerous manner. All employees must take care that their actions do not endanger any other employees or visitors to the Council.

#### **To use equipment appropriately**



Employees should use equipment for the purpose for which it is provided, and no other purpose. If any equipment is damaged or unfit for purpose in any way the employee is required to inform the Council immediately.

### **To follow appropriate systems of work**

All employees should follow the systems of work that have been specified by the Council. There should be no deviation from these systems without prior permission from the Council.

### **Personal protective equipment (PPE)**

The Council is responsible for supplying employees with any personal protective equipment (PPE) that is required. If an employee does not have the appropriate PPE for a specific task, then the employee should inform the Council immediately and not perform that task until the PPE is available. The employee is responsible for taking care of the PPE that has been issued. If any PPE is damaged the Council should be informed immediately. An employee is required to return all PPE that has been issued on leaving the Council.

### **Chemicals and other substances**

All chemicals and other substances that are hazardous to health must be stored and used in accordance with the manufacturers' instructions. Such materials will have a COSHH (Control of Substances Hazardous to Health Regulations 2002) label on them, and the guidance on this label must be followed in full.

### **Risk assessments**

All line managers are required to carry out regular risk assessments of the area and activities under their management. These risk assessments should be carried out annually at least, and some risk assessments will require more regular completion. The risk assessments should be recorded in writing, with an agreed target date for any actions that have been identified. If there are any risks that cannot be eliminated all employees working in that area must be made aware.

### **Manual handling**

All employees who are involved in any lifting or carrying must attend training in relation to manual handling. This training must be renewed every two years. The line manager is responsible for ensuring that all employees requiring this training attend the training course at the appropriate time.

### **Accidents**

Although every effort will be made to ensure a safe environment it is accepted that accidents can occur. If an accident does occur this must be reported immediately to your line manager. It must also be recorded in the accident book.



If any of the following occur, they must be reported to the Health and Safety Executive under the RIDDOR procedures (see [www.riddor.gov.uk](http://www.riddor.gov.uk)):

- Fatal accidents
- Specified injuries
- Accidents resulting in a period of absence of more than seven days
- Injuries to the public where they have to be taken to hospital.

In addition, some work-related diseases and dangerous occurrences must be reported to the Health and Safety Executive.

Following any accident, the situation will be investigated to determine whether changes need to be made to equipment, training, or systems to work so that a similar situation can be prevented in the future.