

Creech St Michael Parish Council

Policy Title	Health & Safety Policy
Applies to	Employees, Parish Councillors, contractors, volunteers
Policy Reference	B10
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Author	Clerk and RFO
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1.0 Introduction

Creech St Michael Parish Council recognises it has statutory responsibilities under the Health and Safety Act 1974 to provide and maintain a safe and healthy environment for all its employees, Parish Councillors, contractors, volunteers and members of the public who may be affected by the activities of the Parish Council.

The Parish Council also recognises that its management of health and safety is an integral part of the way in which it will be judged on the delivery of its duties and responsibilities.

The Parish Council commits to provide, as far as is reasonably practicable.

- A safe place of work and a safe working environment.
- Sufficient information, instruction and training for employees, Parish Councillors, contractors and volunteers to carry out their duties safely.
- Ensure that it gives the necessary care and attention to health, safety, welfare and well-being of employees, Parish Councillors, contractors, volunteers and members of the public who may be affected by the Parish Council's activities.

The Parish Council is responsible for implementing this Policy and must ensure health and safety considerations are always given priority in planning and the operational supervision of work. All employees and volunteers and contractors are expected to fully co-operate in the application of this policy throughout the Parish Council's activities and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

2.0 Responsibility for Health and Safety

2.1 Health and Safety lead

The lead for Health and Safety within the Parish Council is the Clerk and RFO.

2.2 The Parish Council

The Parish Council has a specific responsibility for health and safety. Together with the Clerk and RFO, the Parish Council will ensure that the following responsibilities are met.

- Keep itself and its employees informed of relevant Health and Safety Policy legislation and any changes to legislation or best practice.
- Make effective arrangements to implement the Health and Safety Policy.
- Provide training and or instructions in health and safety related subjects to ensure that Parish Councillors, employees and volunteers are competent to carry out their health and safety responsibilities.
- That matters of Health and Safety are discussed at meetings of the Parish Council.
- That risk assessments are carried out at by competent individuals and are approved by the Parish Council and where necessary are reviewed regularly.

- That all Parish Council led activities and events and all assets that form part of the Parish Council's service delivery are subject to risk assessments.
- Maintain records of risk assessments.
- Make effective arrangements to ensure that Parish Councillors, employees, contractors or volunteers working for the Parish Council comply with all reasonable Health and Safety requirements.
- Make the Health and Safety Policy available to all Parish Councillors, employees, contractors and volunteers.
- Ensure that work activities undertaken by the Parish Council do not place members of the public at risk.
- Maintain a central record of notified accidents and significant events and when an accident or significant event occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Ensure that reporting of notified accidents and significant events are reported to the appropriate authorities within the required timescales.
- Review the Health and Safety Policy and any accompanying policies at least once per year.
- Fully co-operate with any health and safety investigation by an external authority.

2.3 Employees, Parish Councillors, Contractors and Volunteers

Parish Council employees, Parish Councillors, Contractors and Volunteers are all individually responsible for their Health and Safety and will ensure that the following responsibilities are met.

- Cooperate fully with the aims and requirements of the Health and Safety Policy and comply with instructions for Health and Safety.
- Comply with the Health and Safety procedures described in any role-specific Risk Assessment.
- Conduct themselves and carry out their duties in a way that does not adversely affect their own Health and Safety, make use of the appropriate personal protective clothing and, where appropriate, ensure the First Aid materials are available.
- Take reasonable care for the Health and Safety of other people who may be affected by their activities.
- Report any accidents or significant events to the Clerk and RFO immediately or within 24 hours of the accident or significant event occurring.
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
- Not misuse any plant, equipment, tools or materials so as to cause risks to Health and Safety.
- Only undertake duties that they are competent to carry out.
- Undertake any training and or instructions in health and safety related subjects to ensure that they are competent to carry out their health and safety responsibilities.

- Any person(s) who purchases or hires materials, equipment or contractors on behalf of the Parish Council must ensure that they are sourced from reputable sources who are capable of complying with the Health and Safety Policy.

3.0 Reporting

Under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, any individual who is involved in an accident or significant event must report this to the Parish Council.

In the event of an incident involving a Parish Councillor, employee, volunteer, visitors, service user, event attendee or contractor, the Clerk and RFO must be notified immediately or as soon as reasonably practicable. The Clerk and RFO is responsible for recording the incident and preparing a report to be presented to the Chair of the Parish Council at the next ordinary Parish Council meeting. In exceptional circumstances, an Extraordinary meeting can be convened to deal with the matter.

Where required, accidents and near misses shall be investigated by the Clerk and RFO and remedial actions recommended to the Parish Council.

If equipment provided or owned by the Parish Council is damaged or faulty, it is the responsibility of the person(s) who identified the damage or fault to immediately return the equipment to the Parish Council for repair or replacement (Provision and use of Work Equipment Regulations 1998). If the equipment is lost or damaged through negligence, there is an onus on the person(s) to report such loss or damage immediately to the Clerk and RFO.

The Parish Council's Asset Register must be maintained and be available for inspection on request. Any serious defects or items that require attention must be acted upon immediately. A pictorial record of the Parish Council's assets is maintained and fixed assets are referenced using the What Three Words location mapping application. The Asset Register is reported to the Parish Council's insurers on an annual basis or when there are any significant changes.

A summary of near misses, accidents and significant events must be maintained and presented to the Annual Parish Council meeting by the Clerk and RFO.

Risk Assessment Form

The Parish Council use a risk assessment to determine the measures required to comply with statutory duty under the Health and Safety at Work Act 1974 and associated regulations by reducing the level of risk of incidents or accidents.

The risk assessment must examine what might cause harm and what is needed to avoid it and assesses the effectiveness of any control measures in place. Extra control measures can then be used on the basis that they are “reasonably practicable”.

One size does not fit all when it comes to risk assessments, as each event, activity and risk will differ. Individuals undertaking a risk assessment must understand the importance of tailoring risk assessments to match their risk profile in order to ensure that all affected personnel and activities are covered. Risk assessments should only be undertaken by someone who is competent to complete the task.

These five steps can be followed to ensure that a risk assessment is conducted thoroughly.

1. Identify the hazards.
2. Decide who might be harmed and how.
3. Evaluate the risks and decide on control measures.
4. Record your findings and implement them.
5. Review your assessment and update if necessary.

Follow these five steps and complete the Risk Assessment Form. Both Part A and Part B of this form must be completed in full and submitted to the Clerk and RFO of the Parish Council.

Part A - Assessment Details

Area/Task/Activity/Place Being Assessed:

Location:

Assessor Name:

Signature:

Date of Assessment: / /20

Parish Council Representative:

Signature:

Date of Approval: / /20

Comments:

Part B - Hazard Identification and Control Measures

What is the hazard?	What risk(s) does this present?	Who might be harmed and how?	Is the likelihood of this risk occurring High/Med/Low?	What measures are in place to minimise the impact of the risk?	What further measures must be put in place?