

## Harwell Parish Council: Health and Safety – Policy Statement

### ***Policy***

The Parish Council accepts its responsibility under the Health and Safety at Work Act, 1974, and any subsidiary regulations and amendments. We believe in a culture of co-operation between the council and staff in order to establish a culture of safe practice.

In order to comply with the HASWA and the Management of Health and Safety at Work Regulations, council will ensure as far as is reasonably practical that:

- Plant, equipment, and methods of work are provided and maintained in a manner that is safe and minimises risk to health.
- Materials are handled, stored and transported safely.
- Information, training and supervision will be provided as necessary to ensure the health and safety of staff.

### ***Responsibility and Organisation***

The Parish Council are committed to their statutory duties in relation to health and safety and will adhere to the legislative requirements. The council will define and communicate the allocation of responsibilities, accountability, and resources to allow for the implementation of the policy for the following:

1. Ensuring suitable financial provision is made for health & safety obligations.
2. Providing appropriate information and instruction to employees – through relevant training, communication via diarised/periodic meetings with councillors and any updates or changes imposed by legislative requirements also being communicated as required.

### ***Place of Work***

The council's premises and vehicles will be maintained in a safe condition. Adequate and appropriate welfare facilities and arrangements will be provided.

### ***Systems of Work***

Safe systems of work will be devised and implemented following appropriate risk assessment, both in the council's premises and on site. These systems will be adhered to by all personnel at all times to ensure personal safety.

### ***Competent personnel***

The Parish Council will ensure as far as is reasonably practicable that staff are competent to carry out their responsibilities with respect to the Health and Safety arrangements. In assigning tasks to staff, care will be taken to ensure that these are within their capabilities. Adequate information will be given to staff on recruitment and before undertaking new tasks with different or increased risks. Such information and training will be repeated periodically as necessary.

### ***Duty of care***

All employees are reminded that they have a duty to take care of themselves and those around them while working, and that they must co-operate with duties and requirements imposed on them under any Relevant Statutory Provisions.

### ***Accidents and near misses***

The Parish Council will provide and maintain sufficient First Aid boxes in the work environment. Accidents or significant near misses will be reported to the Chair and Clerk to the council and recorded in the Accident Book, which is maintained at the pavilion. Serious accidents where hospital treatment is required must be reported to the council as soon as possible.

The Parish Council intends to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. The Parish Council will gather all relevant information and co-ordinate with HSE should any incidents arise.

### ***Work equipment***

All work equipment (including electrical equipment) used at work, as part of the council's undertaking will comply with the Provision and Use of Work Equipment Regulations 1998.

All electrical equipment will be inspected and maintained according to the risk of the item becoming faulty. Where appropriate, portable appliance testing will be carried out at an appropriate schedule.

The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance /inspections undertaken on council's equipment will be formally recorded with a hard copy left on file. If any faults or damage are found on any equipment, the operator will stop using the work equipment and report the fault to their line manager/supervisor.

### ***PPE***

The appropriate PPE will be issued free of charge to employees as and when necessary for work activities. Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements. Employees have a responsibility to notify their line manager if their PPE is damaged, faulty or has any defects.

### ***Purchasing of equipment and materials***

It will be the council policy to consider, by means of risk assessment, the Health and Safety implications of any goods, materials and plant before they are purchased. No goods, materials or plant shall be purchased which are deemed to present an unnecessary or unmanageable risk to Health and Safety of operatives.

### ***Manual Handling***

Manual handling operations will be assessed to determine risk to those engaged in the activity. This will determine the control measures for the management of the manual handling risk.

### ***The Control of Substances Hazardous to Health (COSHH)***

Before any hazardous substances are used during a work process, a material safety data sheet will be requested from the supplier and an appropriate assessment made of the risks from the substance will be undertaken by the Parish Council in line with COSHH. An inventory of all substances and materials hazardous to health is held on file.

### ***Visitors***

All staff are responsible for ensuring that visitors to council's premises are made aware of any potential hazards in the area they are visiting, and that they are provided with suitable protection against any hazard to which they might be exposed.

### ***Fire Precautions***

The Parish Council is responsible for providing and maintaining adequate means of escape and fire fighting equipment. Staff are instructed in and are responsible for safe and appropriate action in the event of fire. Fire risk assessment is undertaken periodically by the council and appropriate action taken to minimise risk from fire.

### ***Occupational Health***

The company will take note of health issues that may arise from working practice or environment and seek to minimise risks to staff. Professional advice shall be sought by the company or the employee should any such health problem be reported or observed. Ethical and medical confidentiality will be respected by management.

### ***Smoking and alcohol***

Smoking is not permitted in the office or workshops of the council's premises. Consumption of alcohol is not permitted during working hours. Employees are not permitted to work while intoxicated.

### ***Record of incidents***

At the last review date of this document the number of reportable incidents arising in the preceding 12 months was: **nil**

The number of reportable incidents in the last 5 years was: **nil**

This Policy Statement has been prepared by: Councillor S Soames

Last reviewed on: