

Health and Safety Policy

Parish Clerk | Email: clerk@kepc.info

1. Introduction

1.1 Kidmore End Parish Council recognises and accepts its responsibility for providing a safe and healthy environment for its members, staff; volunteers; visitors; and for anyone affected by its activities. The Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained. The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety. The Health and Safety at Work Act 1974 provides the legislative framework to promote, stimulate and encourage high standards of health and safety at work. It places a duty upon the employer to safeguard, so far as it is reasonably practicable the health, safety and welfare of all employees.

1.2 The Act requires all employers to prepare a written statement of their safety policy and to bring that policy to the attention of all employees. As legislation is continuously under review, so too must the Health and Safety Policy be reviewed continually. It should be active, not static and relies on the co-operation of each and every member of Kidmore End Parish Council for which it is intended. Compliance with the Health and Safety at Work Act is a legal requirement. As such, an offence committed under the Act would constitute a criminal offence and could lead to prosecution, resulting in a fine and/or a term of imprisonment. Although the main responsibility for compliance with the Act rests with the employer, every employee also has a responsibility to ensure that no one is harmed as a result of their acts or omissions during the course of their work. Employees have a duty under the Act to take reasonable care to avoid injury to themselves and others and to co-operate with employers and others in meeting statutory requirements. The Act also requires employees not to interfere with or misuse any assistance provided to protect their health, safety and welfare in compliance with the Act.

2. Policy Aims

- outline the Management of Health and Safety arrangements within the organisation through the statement of intent and organisation structures
- establish arrangements which minimise the Health and Safety risks within the organisation to all staff, and individuals with whom we work
- demonstrate that we recognise the obligations imposed under the Health and Safety at Work Act 1974, Section 2(3).

3. Objectives

- secure the health, safety and welfare of people at work
- protect people other than those at work against risks to their health and safety arising from out of work-related activities
- minimise the number of occupational accidents and incidents of ill health, and ultimately to achieve an accident-free workplace
- Establish a culture of co-operation, communication, competency and control Kidmore End Parish Council Organisational arrangements, responsibilities and accountabilities. The Council has overall accountability for making sure that arrangements are in place for:
 - ensuring that the Health and Safety Policy is implemented
 - ensuring that the Health and Safety Policy is reviewed annually
 - ensuring the Council is informed as required on health and safety matters affecting employees and/or the public
 - ensuring that regular progress reports are presented to the Council
 - supporting training and development of staff
 - monitoring Health and Safety performance
 - ensuring Health and Safety is adequately resourced
 - ensuring Health and Safety responsibilities are appropriately included in the current job descriptions, training programmes and induction processes
 - ensuring that Health and Safety information is effectively communicated throughout the organisation. The Council will be supported in progressing these responsibilities by the Clerk:

4. Parish Clerk

- Day-to-day health and safety activities.
- ensuring that a 'Competent Person' is appointed as necessary to offer specialist advice on health and safety matters
- ensuring that Fire Safety is appropriately managed
- the preparation and oversight of a Health and Safety Action plan

- a fit for purpose and up to date Health and Safety policy, containing the Health and Safety Policy and arrangements, are in place and readily available
- Training, information and instructions are in place for all Council activities.
- CIEH Health and Safety Level 2 Training will be made available for all staff

5. All Employees

All employees are required to undertake their work in a safe manner having due regard to their own health and safety and that of others who may be affected by their work and behaviour. Health and Safety policies and procedures must be followed at all times. Failure to work within policies and procedures is an offence under Health and Safety legislation and may render the employee liable to disciplinary action. It is important that employees do not attempt to undertake work for which they are not adequately trained or for which the instructions are agreed to be inadequate.

6. Kidmore End parish Council (KEPC)

All employees and members will:

- Respect and comply with Health and Safety practices in accordance with Health and Safety policy documents.
 - Take reasonable care of their own and others' health and safety.
 - Report all health and safety concerns to an appropriate person (as detailed in this policy document), including near misses and identifying poor practice.
 - Comply with safe working methods and control procedures that have been laid down for the work activities that are undertaken.
 - Not do anything that would put either their own safety or that of others at risk.
- Regulations written under the Health and Safety at Work Act (1974) include:
- Management of Health & Safety at Work Regulations 1999
 - Provision and Use of Work Equipment Regulations 1998
 - Manual Handling Operations Regulations 1992
 - Workplace (Health, Safety and Welfare) Regulations 1992
 - Personal Protective Equipment at Work Regulations 1992
 - Health and Safety (Display Screen Equipment) Regulations 1992
- The points listed above are commonly known as the HSE Six Pack Regulations.

7. Risk Assessment

Risk assessments are carried out to identify hazards and develop methods of reducing the likelihood of incidents occurring. The findings of these risk assessments then determine safe working practices to be adopted and help identify any relevant training needs. Any technical guidance on any safety matter should be sought via the Clerk. An Annual Assessment of Risk will be undertaken by the Council's Parish Clerk. This will identify organisation wide operational, strategic and financial risk. Risk Assessments will be carried out for all activities and events at a local level, completed and subject to continued review, at least once annually. The Clerk will collate all Risk Assessments centrally and maintain an overview of Risk Assessment relating to activities and events in order to inform the Annual Review of Risk Management. In compliance with the Health and Safety Executive's (HSE's) five steps to risk assessment

8. Kidmore End Parish Council will:

- Identify the hazards. (A hazard is anything that may cause harm, such as
- chemicals, electricity, an open drawer, trailing cables etc.)
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions. (The risk is the chance, high or low, that somebody could be harmed by these or other hazards, together with an indication of how serious the harm could be).
- Record and implement findings.
- Review the risk assessment and update if necessary.

8.1 Staff with delegated responsibility for carrying out risk assessments in their line of work will receive suitable, sufficient and adequate training for this task/s to be undertaken. Display Screen Equipment (DSE) Self-assessment. ALL staff that use a computer or laptop, whether working from the office or from home must complete a DSE Self-Assessment.

8.2 Accident incident and near misses reporting and recording In the event of an accident, the Parish Clerk must: a) Record all details of the accident in the Accident Book b) Immediately notify the Council under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), should any of the following occur: Deaths If there is an accident connected with work and your employee, volunteer or self-employed person/contractor working on the premises, or a member of the public is killed Major injuries If there is an accident connected with work and your employee, volunteer or self-employed person/contractor working on the premises sustains a major injury, or a member of the public suffers an injury and is taken to hospital from the site of the accident Reportable over seven-day incapacitation of a worker Accidents must be reported where they result in an employee or self-employed person/contractor being away from work, or unable to perform their normal work duties, for more than seven

consecutive days as a result of their injury, or a member of the public suffers an injury and is taken to hospital from the site of the accident Reportable Disease If a doctor notifies you that your employee suffers from a reportable work-related Disease reportable Dangerous Occurrences (near misses) If something happens which does not result in a reportable injury, but which clearly could have been, needs to be reported to the Clerk and investigated.