

NEWTON AND NOSS PARISH COUNCIL

HEALTH AND SAFETY POLICY

This Health and Safety Policy was adopted by the Council on 10 November 2016

The Parish Council HEALTH AND SAFETY OFFICER is Mrs Alison Ansell

This document sets out Newton & Noss Parish Council's ("the Council") policy and standards for health and safety in the workplace.

The Council is committed to meeting its responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and associated legislation as an employer.

This Policy commits the Council to the following.

- a) Taking all reasonable steps to safeguard employees, contractors, the general public and anyone else who may be affected by its acts or omissions, from injury and illness.
- b) Putting in place arrangements for the implementation and the communication of the policy to employees/contractors
- c) Ensuring financial resources are in place for implementation of the policy.
- d) Providing training, instruction, information and supervision where required.
- e) Consulting employees, contractors and others working on behalf of the Council in matters of health and safety relating to their work.
- f) Carrying out risk assessments for the Council's facilities.
- g) Appointing a competent person as Health and Safety Officer to check compliance with statutory duties and to undertake reviews as necessary.
- h) To request risk assessment and other relevant information from third parties acting with permission of the Council, to enable the discharge of their Health & Safety responsibilities.

THE POLICY SHOULD BE REVIEWED ANNUALLY

At the time the policy was drawn up the only building owned by the Council is the Sports Pavilion and the only employee is the Council's Clerk.

It does own open areas including playing fields, play areas, a car park plus various other sites and locations for which responsibility falls on the Council for upkeep and includes benches, notice boards, paths and shelters for example

1. EMPLOYER RESPONSIBILITIES.

The H&S Officer will endeavor to ensure that:

- a) Safe working practices are maintained and safety rules observed.
- b) Protective clothing and equipment as needed is provided and worn.
- c) Equipment and machinery is properly maintained with protective guards where required. (working with VDU's see www.hse.gov.uk/pubs/NDG.36 pdf)

2. EMPLOYEES RESPONSIBILITIES.

- a) All employees/contractors should be aware of, respect and adhere to the rules and procedures contained in this policy.
- b) All employees/contractors should report defective equipment or unsafe practices immediately to the Clerk or the H&S Officer.

- c) No employees/contractors will be allowed to work for the Council under the influence of alcohol, intoxicating drugs, medications or banned substances.
- d) No employees/contractors affected by reduced awareness, ability, fatigue or tiredness will be allowed to work if this could affect the safety of themselves or others.
- e) All waste materials must be disposed of in accordance with relevant regulations. (The Control of Substance Hazardous to Health, COSHH regulations.)
- f) No employee will undertake a job/task which appears to be unsafe.
- g) No employees/contractors will undertake a job until they have received safety instruction and are authorized to proceed.
- h) Employees/contractors will report all injuries to the Clerk who will record such in the Accident Book, in the case of a serious incident the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) procedures should be followed.
- i) Employees/contractors must ensure that protective guards/other safety equipment is properly fitted and in good working order. Any defect/deficiency should be reported immediately to the H&S Officer.
- j) Employees/contractors have a duty to carry out visual safety inspection of equipment and machinery before use.
- k) Work should be planned to avoid injury resulting from unsafe lifting or handling practices. (see www.hse.gov.uk/pubs/INDG143.pdf for information)
- l) Suitable clothing and footwear should be worn and personal protective equipment worn as appropriate.

3. CONSULTATION

The Council will consult with employees;

- 1) To ensure awareness of procedures relating to accidents and illness.
- 2) To update any changes to health and safety issues which may affect them.

4. COMMUNICATION

The Council will communicate to employees its commitment to health and safety and ensure that all employees are familiar with the contents of the Health and Safety Policy.

5. CO-OPERATION AND CARE

All employees are expected to co-operate with the Council and to accept their duties under the policy.

Employees have a duty to take all reasonable steps to preserve their health and safety and to protect others affected by the operations of the Council.

6. SAFETY TRAINING

It is essential that employees are trained to perform jobs effectively and safely. The Parish Council will ensure that appropriate safety training will be undertaken as follows;

- 1) At induction.
- 2) At regular intervals training will be repeated.
- 3) On the introduction of new machinery.
- 4) When working practices are changed.
- 5) When new or additional risks are identified after a risk assessment.

7. RISK ASSESSMENTS /EQUIPMENT INSPECTIONS.

Risk assessment will be carried out by members of the Council assisted by or in collaboration with outside bodies and local authorities when considered to be necessary, having regard to official codes of practice and guidance and in particular those from the Health and Safety Executive.

8. CONTRACTORS.

The Council will check the contractor's safety policy to ensure that adequate safety arrangements have been made to protect their employees, those of the Council and members of the public who may come into contact with or be affected by the work proposed.

The contractor will be made aware of the Council's Health & Safety rules and in particular information and requirements relating to the contracted task and of his responsibility to prepare appropriate safety plans.

Breaches of safety procedures will result in the termination of the contract.

9. EQUIPMENT AND OPEN SPACES USE BY THE PUBLIC.

a) Buildings: a risk assessment will be prepared

b) Equipment; wooden benches, handrails, notices boards, play park equipment and any other structures for which the Council has responsibility: regular inspections will be made and where appropriate a risk assessment.

c) Gritter: consideration will be given to the safety of the gritter and the use of the gritter by volunteer wardens (see Snow Plan).

d) Open Spaces: playing fields, play parks, tennis courts, car park, meadow, orchard, Greens, Noss Hard, some woodland and any other areas which are owned or are the direct responsibility of the Parish Council will be subject to regular inspections/risk assessment to reasonably ensure that they are safe and maintained in good working order.

The Council is aware that damage may be caused by vandalism, misuse and general wear. Any defects noted on inspection should be reported to the Clerk for maintenance, repair or replacement.

e) Trees: the Council carries out regular general and professional inspections. (see Tree Policy)

10. DISABILITIES.

In the event of the Council employing a person with a disability, it will implement changes in working practices and carry out adaptations where possible to ensure that the health and safety needs of the employee are covered.

Consideration will be given to access and in case of emergency, the safe exit from, buildings and structures the Council may be responsible for.

Employees/contractors must declare to the Council prior to their initial employment, any disabilities they may have, which would affect their ability to do the work for which they are being employed.

Reviewed and agreed by the Parish Council 10 May 2018