



Trowell Parish Council

Health and Safety Policy Statement

Trowell 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 audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

Our statement of general policy, below, is based upon that required by virtue of the Health and Safety at Work etc. Act 1974. Although the Council has a single employee and one temporary employee, the principles of the Act and its underpinning Regulations as later published are taken by the Council as a minimum requirement for the safe and effective management of the Council and its activities.

Our Statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities.
- To consult with our staff on matters affecting their health and safety.
- To provide and maintain safe equipment.
- To provide sufficient information, instruction and supervision of staff, volunteers and visitors as far as is reasonably practicable.
- To ensure all staff and volunteers are competent in their Council-related activities and to provide adequate training as far as is reasonably practicable.
- To prevent accidents and activity-related ill health as far as is reasonably practicable.
- To maintain safe and healthy conditions for conducting the Council's business and the public facilities it provides.
- To review and revise this Policy as necessary at regular intervals, but at least annually.

Approved by the Council on 10th January 2023 to be reviewed and re-affirmed at the Annual Parish Council Statutory Meeting.

Signed.....*CM Gann*.....



Festival of Britain Village 1951
Motto: "Independence and Self Help"

TROWELL PARISH COUNCIL

HEALTH AND SAFETY

POLICY

INTRODUCTION

The Health and Safety Policy Statement is a written declaration of intent to demonstrate that Trowell Parish Council (known as the Council) as an employer is fully committed to the health, safety and welfare of all its employees, volunteers and others who have occasion to be on its premises. It is the Council's policy to endeavour to provide safe and healthy working conditions and to enlist the active support of all its employees and volunteers to achieve this end.

The Health and Safety Policy contains organisational responsibilities within the Council and the arrangements for carrying out the Policy.

The Health and Safety Policy is located within the Health and Safety Manual. The Health and Safety Manual also details safety rules, accident reporting procedures and risk assessments.

The Health and Safety Policy will be brought to the attention of employees and volunteers by Councillors.

Contractors employed at any premises or sites controlled by the Council must be made aware of the provisions of the Health and Safety Policy and its implications and must conform in all respects to the requirements of the policy.

The Council will apply the Council's Health and Safety Policy effectively by identifying who is responsible for its implementation and by setting up arrangements to ensure that all the requirements under the Health and Safety at Work etc. Act 1974 and other specific legislation are met.

Individual Councillors, employees and volunteers will ensure compliance with all health and safety legislation including the Council's Health and Safety Policy.

1. ORGANISATION FOR IMPLEMENTING THE POLICY

1.1 Chairman

The current Chairman is responsible for giving effect to the Council's overall Health and Safety Policy.

The current Chairman's address is available from the Clerk upon request or can be found on the Parish Council notice boards and the Parish Council's website www.trowell.org

The Chairman will ensure that there are an adequate number of employees and volunteers, funds and materials to meet health and safety requirements within the Council and will continually review the effectiveness of the policy.

1.2 Councillors

Councillors have overall responsibility for establishing safe working practices, for enforcing safety regulations, for monitoring and improving their effectiveness and for ensuring that adequate finance, training, information and supervision are provided for all employees and volunteers.

They will draw the attention of the Chairman to any major failure, weakness or omission in the Council's arrangements for health and safety and will execute any action authorised for the protection of employees and volunteers and the public.

They will review the Council's policy as new legislation and regulations become effective and will provide written guidance for employees and volunteers.

1.3 Parish Clerk

The Council has delegated day-to-day responsibility for health and safety to the Parish Clerk. The Clerk will report to the Council at the appropriate meeting; however, any issues that the Clerk deems serious will be brought to the attention of the Chairman or nominated deputy. Additional assistance can be requested from Broxtowe Borough Council's Health and Safety Officer.

1.4 Employees and volunteers

Employees and volunteers will comply with all legal and safety rules. They must co-operate to maintain a high standard of health and safety in their work area, behave in a way that will not endanger themselves or others and report all safety hazards to the Clerk immediately.

They will carry out their duties under sections 7 and 8 of the Health and Safety at Work etc Act 1974. The relevant sections are reproduced below: -

(Section 7)

"It shall be the duty of employees and volunteers while at work":-

a) To take reasonable care for the health and safety of yourself and of other persons who may be affected by your actions or omissions at work, and

b) As regards any duty or requirement imposed on your employer, or any other statutory provisions, to co-operate so far as is necessary to enable that duty or requirement to be performed or complied with.

(Section 8)

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare”.

2. HEALTH AND SAFETY ARRANGEMENTS FOR CARRYING OUT THE POLICY

2.1 Introduction

The Council will safeguard the health, safety and welfare of all employees and volunteers and members of the public. It will apply measures agreed by the Council and will publicise information for the health, safety and welfare of employees and volunteers and visitors.

2.2 New Employee Induction

New employees and volunteers to the Council, including those appointed on short-term temporary contracts of employment shall, on their first week of employment be properly instructed in their responsibilities under this policy by the Clerk and shall: -

- (i) Be instructed on emergency procedures, accident and injury procedures, etc.
- (ii) Be instructed on all means of escape in case of fire warning, position of call points, types and location of firefighting appliances, location of collection points.
- (iii) Before undertaking any work requiring the use of personal protective clothing and safety equipment, shall: -
 - Be issued with the appropriate personal protective clothing and safety equipment.
 - Be instructed on safe methods of work.

2.3 Risk Assessment

The Management of Health and Safety at Work Regulations 1999, as amended, requires the Council to assess risk to health and safety of their employees and volunteers (and others who may be affected by their operations). This is to ensure that all the preventative and protective measures can be identified and controls put into place to reduce all identified risks to the lowest levels reasonably practicable.

All risk assessments shall have employee involvement and upon completion a copy given to each employee. Work activities shall be controlled and monitored in accordance with the assessment and will be reviewed annually. However, should circumstances have changed between the review dates to such an extent as to render the original assessment invalid a new assessment shall be conducted.

2.4 Monitoring/Inspection

The Clerk must take responsibility for continually monitoring operations and activities of all employees and volunteers to ensure that, so far as is reasonably practicable, all tasks are conducted safely and without risk to health.

The Council also has in place a programme of formal inspections, which are conducted by the Clerk or other nominated employee. A subsequent report is issued to ensure corrective action is implemented when required.

2.5 First Aid

First Aid boxes are provided in Council's premises. The Parish Council is responsible for the first aid kit being fully equipped in accordance with the First Aid at Work Regulations 1981; monthly inspections of first aid kits must be carried out and recorded by the Parish Council, any defects found must be rectified.

2.6 Health and Safety Training

Appropriate health and safety training is given to Councillors, employees and volunteers.

2.7 Reporting of Accidents and Diseases

All accidents, diseases and dangerous occurrences must be reported to the Clerk. Employees and volunteers are to complete the Council's injury report form which forms the accident book. Fatalities, major injuries and dangerous occurrences must be reported immediately to the Health and Safety Executive by the quickest possible means. The Clerk will then complete the report form (F2508 or F2508A) or electronically via the Incident Contact Centre.

2.8 Vibration

The Physical Agents (Vibration) at Work Regulations 2005 apply to all workplaces and activities and places a duty on the Council to assess the vibration levels and take appropriate control measures to prevent damage to employees and volunteers from excessive vibration.

2.9 Fire Precautions

The Regulatory Reform (Fire safety) Order 2005 removes the requirement for Fire Certificates, and now places the responsibility on the Council to assess the risk. This applies to all workplaces and activities and places a duty on the Council to conduct fire risk assessments and fire awareness training in order to reduce/remove the risk of fire/explosion and to take appropriate control measures to prevent damage to property and injury to persons.

2.10 Personal Protective Clothing and Equipment

Whilst the Council devotes considerable finance into the elimination of hazards in certain situations this is not always possible. The Council will provide suitable personal protective clothing and equipment to comply with the required standards under any relevant legislation. Employees and volunteers must wear the appropriate equipment and report immediately to the Clerk any damage

to or loss of personal protection such as ear defenders, eye protection, respirators, safety helmets, safety footwear etc.

2.11 Manual Handling

The Manual Handling Operations Regulations 1992 should be considered alongside the Management of Health and Safety at Work Regulations 1999 which require the Council to undertake a suitable and sufficient risk assessment of the health and safety, related to manual handling operations of a load that affects employees and volunteers whilst they are at work.

2.12 Display Screen Equipment

The Council is responsible for ensuring workstation assessments are conducted and for the provision of relevant training, eye and eyesight tests for employees and volunteers who are display screen equipment users.

2.13 Maintenance Procedures

The Council shall draw up a planned preventative maintenance schedule appropriate to the equipment or plant in use and record all maintenance of that plant and equipment.

Maintenance of hired equipment or plant is the responsibility of the hire company; the user shall return the plant or equipment to the hirer at such intervals as may be required for maintenance purposes.

2.14 Work Equipment

The Provision and Use of Work Equipment Regulations 1998 (PUWER 98) cover this specific duty and require all employers to ensure that work equipment used by employees and volunteers are safe. Work equipment must be maintained in an efficient state, in efficient working order and in good repair. All work equipment shall be visually inspected by the employee prior to use and if any defects are noted they shall not use the equipment. It should be clearly labelled "DEFECTIVE DO NOT USE" and reported to the Clerk.

2.15 Premises

All employees should monitor premises and any matter likely to reduce health, safety and welfare standards shall be reported immediately to the Clerk.

2.16 Heating

The temperature in workplaces should normally be at least 16C for employees and volunteers working within an office environment, for those employees and volunteers involved in severe physical effort, the temperature should be at least 13C.

2.17 Lighting

The Council shall ensure that lighting is sufficient to enable employees and volunteers to work, use facilities and able to move safely from place to place. Where necessary natural lighting shall be

preferable, however, in many cases this may have to be supplemented by artificial lighting. Any defective lights should be reported to the Clerk.

2.18 Housekeeping

It is the responsibility of all employees and volunteers to keep their work areas clean and not to allow rubbish or debris to accumulate. They must ensure that floors, staircases, benches, work sites etc are in a tidy and safe condition. Clear away unwanted items and remove any spillages of liquid or debris, which may create a slip or trip hazards.

2.19 Waste

So far as is reasonably practicable, waste materials shall not be allowed to accumulate in a workplace except in suitable receptacles.

2.20 Highly Flammable Liquids & Gases

Petrol used for the powering of machinery shall be stored in a container recommended for such use. The container cap must be always fitted except during refilling. All spillages must be cleaned up. When not in use, the container will be returned and locked in the flameproof cabinet provided. Smoking or any naked flame is prohibited.

LPG gas cylinders shall not be stored on site.

2.21 Washing Facilities

The Workplace (Health, Safety and Welfare) Regulations 1992 lay down certain requirements about the provision of washing facilities in most workplaces (regulation 21). The washing facilities provided must be readily accessible, suitable and sufficient and include, where necessary for reasons of health or the nature of the work, the provision of showers. The washing facilities will be considered "suitable" if they are in the immediate vicinity of the sanitary conveniences, near changing rooms, provided with hot and cold (or warm) water, soap or other means of cleaning, towels or appropriate alternatives. The facilities should be ventilated, well-lit and Maintained in a clean and working state.

Signed on behalf of Trowell Parish Council –

Chairman

Date:

Adopted on 10th January 2023 to be reviewed at the Annual Statutory Meeting

