

Stanion Parish Council

Health and Safety Policy

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Document Information

Master Document: The electronic version of this document is the master. Printed copies may not contain the latest changes and should not be relied upon. The master document is published on the Stanion Parish Council (SPC) website.

Purpose: The purpose of this Policy is to provide an understanding of the requirements of and duty placed on Members of the Parish Council, its employee(s), volunteers, contractors and visitors to the Village, with regard to the Health & Safety at Work Act 1974 and other relevant legislation.

Distribution: this Policy will be made available to all SPC councillors, SPC staff, volunteers, contractors and members of the public, via the SPC website.

Implementation: This Policy will be implemented following consideration and adoption by the full Council.

Review: This document will be reviewed three years after its adoption, unless there are changes in legislation, or recommended best practice guidelines, in which case, it will be reviewed earlier, to comply with the statutory or recommended changes.

EIA Requirement: An Equality Impact Assessment has been carried out and no adverse impact has been identified.

Financial Implications: This Policy has no financial implications for SPC.

Policy Statement

This Policy is a formal, strategic level document, which provides a statement of intent explaining how SPC will comply with the legislation and any related directives of its subject matter. This is a mandatory document and does not allow for variations of practice. It is relevant to all members of SPC, staff employed by SPC. Non-compliance with this procedure may result in formal complaints being registered and/or disciplinary action/ or criminal charges being raised.

This Policy provides a corporate framework designed to enable the Parish Council to meet its duty under the Health & Safety at Work Act 1974 and other relevant legislation (*see the section on Legislation below*). It will be reviewed by a nominated councillor every three years unless there are changes in the legislation, directives, or recommended best practice guidelines that warrant earlier review and amendment. All amendments require the agreement of the full council and for agreement to be formally recorded.

An Equality Impact Assessment has been carried out on this Policy.

Duty to Undertake an Equality Impact Assessment

Public sector organisations have a legal duty under Section 149 of the Equality Act 2010 to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different groups and foster good relations between different groups. Due regard comprises proportionality and relevance.

The EIA Tool

An Equality Impact Assessment (EIA) is a tool to ensure that we don't unwittingly exclude anybody from accessing the services we provide. Undertaking an EIA involves assessing the likely effects of our policies on people according to their 'protected characteristics'.

These are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy
- maternity
- race
- religion and belief
- sex
- sexual orientation

An EIA should be applied to a Policy, Strategy, Plan, Function, Project, Service and Event. EIAs' help to identify any inequalities in the provision of services, employment, or procedural practices, and minimise the risk of exposure to claims of discrimination.

Principles

All Councillors, and staff are required to comply with this policy in its entirety.

Policy Statement

Stanion Parish council believe that health and safety is an integral part of the efficient and cost-effective discharge of its duties and is aware of its responsibilities under the Health &

Safety at Work Act 1974, and other statutory provisions listed in relevant legislation (*see the section on Legislation below*).

The Parish Council intends to meet those responsibilities, as far as is reasonably practicable, by promoting good health and safety practices and embedding those practices across all of its activities.

Aim

The aim of this Policy is to promote and set in place, practices that minimise the risk to the health, safety and welfare of Members of the Parish Council, its employee(s), volunteers, contractors and members of the public, who may be involved in, or affected by, Parish Council activities. All reasonable measures will be taken to ensure that a safe working environment is created, and Parish Council services and activities delivered in a way that is both safe and environmentally neutral.

Members of the Parish Council, its employee(s) and volunteers have a responsibility for implementing this Policy and are required to ensure that health and safety considerations are given priority in planning and undertaking all activities that are directed by the Parish Council.

Councillors, employees, contractors and volunteers associated with any work carried out under the direction of the Parish Council will be made aware of this Policy and the requirement to abide by the commitment to ensuring a safe working environment.

The arrangements for implementing the commitments of this Policy are set out in the section below.

The Policy will be reviewed every three years, or sooner, if required, to implement amendments required by changes in legislation or changes in recommended best practice guidelines.

Responsibilities of Parish Councillors

All Parish Councillors are jointly responsible for the implementation of this Policy and are responsible for ensuring that:

- A copy of the Policy is made available to employees and volunteers on appointment
- New employee(s) and volunteers undertake a formal induction, which includes the opportunity to discuss the Policy on an individual basis, to ensure that it is fully understood
- Employees and volunteers are made aware of hazards that may exist relative to the operation of their assigned tasks, to ensure that they understand and observe all aspects of this Policy
- All employee(s) and volunteers receive adequate training to enable them to carry out their work in a safe manner and to understand the need to ensure the health and safety of those who interact with them in the course of their work or activities

- No employee or volunteer is engaged in any work or activity where technical knowledge or expertise is required to prevent danger or injury, unless they possess such knowledge or expertise, and that they provide the Council with a copy of the written certification of their ability to undertake the work and the Council's Insurers agree to that work activity being undertaken by them
- Lone working practice in all outdoor activities is strictly prohibited
- An employee, volunteer, or Councillor who intends to work alone in the Parish Council office gives prior notice of their intention to do so to a Member of the Council, and provides the estimated time of their departure from the facility and confirmation of their departure
- All activities and services are risk assessed during the development stage, to ensure that health and safety is given full consideration, and that action is taken to modify plans appropriately in light of any identified risk, and where that is impossible, the project is abandoned
- Contracts of Employment include a statement on compliance with statutory health and safety requirements
- All suppliers comply with Section 6 of the Health and Safety at Work Act 1974 (HASAWA 1974) in supplying articles and substances that are safe and without risk to health when properly used, and that they provide information to enable the articles or substances to be properly used
- Any accident arising out of the Council's activities is recorded, investigated and reported, as required in law
- Assets of the Parish Council are inspected at least annually, to ensure that they remain safe and fit for purpose and that all such inspections are recorded

Responsibilities of Employees and Volunteers

All employees and volunteers have a responsibility to abide by the Parish Council Health & Safety Policy and with the Health & Safety at Work Act 1974 and associated all associated legislation.

They have a statutory duty to take reasonable care of the safety and health of themselves and others who may be affected by their acts or omissions, and to cooperate with the Parish Council to enable it to fulfil its statutory obligations. And they have a responsibility to ensure that they use all safety devices provided to them in the course of their work, and that they do not recklessly interfere with or misuse any equipment provided to them.

They are responsible for reporting accidents or near-miss incidents to the Clerk to enable the Clerk to record the information in the Parish Council Accident Book. And are required to cooperate fully with any investigation into accidents or near-miss incidents if they are requested to do so by the Clerk, a Member of the Council or a representative from any official accident investigating body.

Responsibilities of Contractors

Contractors are required to comply with the following:

- Any contractor engaged by Stanion Parish Council shall be responsible for conducting themselves safely at all times when undertaking the contracted activity and shall comply fully with the Parish Council's Health & Safety Policy
- Any work carried out must comply with statutory legislation and any related Code of Practice, to ensure the health and safety of their own employees and others, both on and off site
- All tools and equipment brought onto the site must be in sound working order. All necessary guards and safety devices must be in place, and all necessary certificates must be available for inspection by the Parish Council if requested
- Any injury sustained whilst on site must be reported to the Clerk to the Parish Council immediately
- All electrical equipment must have a valid Portable Appliance Test (PAT) certificate
- All staff must be adequately trained in the use of the equipment they are charged with using, and proof of training undertaken in the use of such equipment must be provided to the Parish Council if they so request it
- All contractors are required to have in place the required certificates of insurance covering the work to be undertaken, if such certificate is required, and a copy of the certificate(s) is to be provided to the Parish Council in all such cases before any work commences
- Contractors are to provide the Parish Council with a copy of a written Risk Assessment and Methods Statement(s), where necessary, before commencing work for or on behalf of the Parish Council. Work requiring such documentation will not be permitted without the certificates being provided to the Parish Council

Visitors to the Parish Council Office

Stanion Parish Council owes a duty of care to visitors to the Parish Council office. The Parish Council will ensure, so far as is reasonably practicable, that safe access and egress to the office is available and that the entrance to the office is maintained in a safe condition.

Responsibility for maintenance of the building in which the Parish Council office is located falls to Stanion Village Hall Management Committee (VHMC), and any faults discovered that relate to the Parish Council Office, or the entrance to the Village Hall, will be notified to the VHMC in writing by the Clerk to the Parish Council.

Enforcement Agency

The Enforcement Agency for Local Authorities is the Health & Safety Executive. Any site visit carried out by a Statutory Inspector shall be co-ordinated with the full co-operation of the Parish Council, and any recommendations carried out as soon as reasonably practicable.

Risk Assessment

Generic risk assessments will be co-ordinated by the Clerk for the Parish Council Office and Village assets owned by the Parish Council. These risk assessments will be recorded, reported, monitored, and reviewed annually.

Training

The Parish Council is responsible for ensuring that appropriate Health & Safety training is provided to its employee(s) and volunteers. The Clerk is responsible for arranging and maintaining all records of such training.

Accident Reporting

The Clerk is to be notified immediately if an accident involves a Member of the Parish Council, Parish Council employee, volunteer, or contractor whilst on Parish Council business, and to any visitor to the Parish Council Office.

The Clerk is responsible for recording the details in the Parish Council Accident Book and will ensure that the requirements for RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with.

Where required, the Clerk will investigate accidents or near-miss incidents and report the incident and any remedial action taken to the Parish Council at the next meeting of the Parish Council.

Provision and Use of Work Equipment

If equipment provided by the Parish Council is damaged or found to be faulty, the person using the equipment is responsible for the immediate reporting and return of the equipment for repair or replacement (Provision and Use of Work Equipment Regulations 1998). Such reports are to be written and to be sent to the Clerk.

If the equipment is lost or damaged through negligence, the onus is on the person using the equipment at that time to report such loss or damage immediately in writing to the Clerk.

Procurement of Materials, Equipment and Contractors

The person responsible for the procurement of materials, equipment and contractors on behalf of the Parish Council, namely the RFO or Clerk, must be fully conversant with the Parish Council Health & Safety Policy. Copies of necessary insurance certificates, or other relevant documentation is required to be requested from the supplier/contractor at the time the material, equipment, or contracted service request is issued. All such documentation is to be forwarded to the Clerk.

Personal Safety

Members of the Parish Council, its employee(s) and volunteers, should actively avoid confrontational situations with members of the public. If such incidents should occur, it is recommended that the Member, employee, volunteer, withdraws from the conversation immediately, to avoid the situation escalating to one of increased aggression and possible violence. Any such incidents are to be reported to the Clerk immediately. The Clerk will decide the appropriate course of action to be taken in the circumstances.

Members of the Parish Council, its employee(s) and volunteers should avoid working alone in the Parish Council office if it is possible to do so. However, on occasion it may be necessary to do so, and if so, they are to advise another Member of the Parish Council by telephone or text message, prior to their arrival, provide an estimated completion time for the work, and if there are no other activities taking place in the Village Hall over that timeframe, keep the main door to the facility locked. On departure, they are to contact that same Member of the Council by telephone or text message to confirm their departure from the office.

Inspections & Documentation Review

An annual inspection of Parish Council assets will be undertaken, and the findings recorded and reported to the Parish Council. Any serious defects requiring attention must be actioned immediately and are to be reported to the Clerk without delay. The Clerk has delegated authority to commit expenditure for the immediate repair of items if they believe there is an immediate or pressing need to undertake a repair, and they will decide the appropriate action to take in the particular circumstances.

Activity risk assessments will be undertaken on an annual basis and reported at the next meeting of the Parish Council, accompanied with recommended mitigation measures designed to de-risk identified issues.

This Policy will be reviewed by a nominated Member of the Parish Council every three years.

Legislation

The following legislation may affect Stanion Parish Council, its employee(s), volunteers, contractors and visitors to the Parish Council Office:

- The Health & Safety at Work Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Provision and Use of Work Equipment Regulations 1998
- The Health & Safety (Display Screen Equipment) Regulations 1992
- The Health & Safety (Consultation with Employees) Regulations 1996
- The Safety Representatives and Safety Committee Regulations 1977
- The Health & Safety (First Aid) Regulations 1981
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992 (as amended)
- The Personal Protective Equipment Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2003 (RIDDOR)
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Fire Precautions Act 1971
- The Fire Precautions (Workplace) Regulations 1997
- The Offices, Shops and Railways Premises Act 1963
- The Electricity at Work Regulations 1989

This is not a definitive list and other legislation may be relevant.

Signed: Signed on original

Date: 11.3.19