

Great Baddow Parish Council

HEALTH, SAFETY AND WELFARE AT WORK POLICY

Adopted 8 December 2014
Review date December 2016

1. POLICY STATEMENT

At Great Baddow Parish Council, the Health, Safety and Welfare of everyone is a priority. The Health and Safety at Work etc Act 1974 imposes a statutory duty on employers to ensure, in so far as reasonably practicable, the health and safety of their employees whilst at work. This duty also extends to others who may be affected by that work.

The co-operation of all employees, contractors and visitors, is vital to the success of the Health and Safety Policy.

To enable these duties to be carried out, the Parish Council will ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within the Council.

The Parish Council will, so far as is reasonably practicable, via its management, ensure that:

- a) Adequate resources are provided for health and safety;
- b) Risk assessments are carried out and periodically reviewed;
- c) Systems of work are provided and maintained that are safe and without risks to health;
- d) Arrangements for the use, handling, storage, and transport of articles and substances for use at work are safe and without risks to health;
- e) All employees are provided with information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions.
- f) Where appropriate, health surveillance will be provided to employees;
- g) The provision and maintenance of all plant, machinery and equipment is safe and without risk to health;
- h) The working environment of all employees and visitors is safe, without risks to health;
- i) Adequate provision is made with regard to the facilities and arrangements for employees welfare at work;
- j) There is safe access to and from the work place;
- k) Monitoring activities are undertaken to maintain agreed standards, to prevent accidents and cases of work related ill health.

It is the duty of all employees at work:

- l) To take reasonable care of the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and co-operate with the Parish Council in fulfilling its statutory duties.
- m) Not to interfere with or misuse anything provided in the interest of health and safety.

The Parish Council will establish, and maintain, effective procedures for consultation and communication between the Council and employees on all matters relating to health, safety and welfare; This includes regular meetings of a Health and Safety Committee

The Health and Safety Policy will be reviewed annually and amended or updated as and when necessary. Any such changes will be communicated to all employees.

Clerk

Chair of Great Baddow Parish Council

Date:

Date:

2 ROLES AND RESPONSIBILITIES

The Clerk is responsible for overall Health and Safety and for ensuring the day to day implementation of this policy.

The Clerk or a nominated deputy shall ensure that any legal requirements, relating to the operation of this policy, are fully complied with including (but not limited to):

- a) Risk Assessment
- b) Inspection of all fire fighting equipment
- c) Safe use of electrical switches, equipment and circuits
- d) Maintenance of all appropriate registers
- e) Necessary training for staff
- f) Statutory inspections of plant and machinery
- g) Provision of first aid equipment
- h) Accident investigation

All Council staff, with management or supervision positions, have the following responsibilities:

- i) To ensure implementation of this policy within their areas of responsibility and bring it to the attention of all employees, contractors, and visitors;
- j) To ensure compliance with safety precautions that apply to their area, including regulating of contractors;
- k) To ensure that all new entrants are properly inducted into the organisation, which must include an awareness of all precautions and procedures applicable to their work and the emergency procedures;
- l) To ensure that no person is permitted to work with any kind of machinery or hazardous task unless they have been properly and fully trained;
- m) To ensure that all staff are aware of the location of alarm call points in the Council's property and are conversant with their effective use.
- n) To ensure that any responsibilities delegated to subordinates are clearly identified;
- o) To ensure that access to the premises by visitors is strictly limited to safe areas;
- p) To ensure that suitable arrangements are in place to safeguard the Council's buildings and property against intruders.

Each employee has responsibility for:

- q) their own acts or omissions and the effect that these may have upon the safety of themselves or any other person;
- r) using safety equipment or clothing as appropriate and in a proper manner which is suitable and sufficient for the purpose intended;
- s) working in accordance with any health and safety instruction or training that has been given;
- t) ensuring they do not undertake any task for which they have not been authorised;
- u) bringing to the attention of their line manager any perceived shortcoming in Council safety arrangements;
- v) familiarising themselves with the Health & Safety Policy
- w) participating in training deemed necessary and/or essential for his/her role..

If any person has any concerns about the skills needed to carry out their job effectively or safely, they must speak to their line manager at the earliest opportunity.

Any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety, will be subject to disciplinary procedures.

3 THE HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee is constituted as a partnership between the Council and staff whose purpose is to assist the Clerk, staff and the Parish Council to discharge their duties as specified in the Health and Safety at Work etc Act 1974 and the Parish Council's Health and Safety Policy.

It is the Clerk's responsibility to take executive action and to have adequate arrangements in place for regular and effective checking of health and safety precautions, and for ensuring that the declared health and safety policy is being fulfilled.

The role of the committee is to assist with this role, but not to assume executive responsibilities

Terms of Reference:

- a) To monitor and review the operation of the Parish Council's Health and Safety Policy, making recommendations to management;
- b) To study on a regular basis, any accidents, injury, and incidents of reported violence and notifiable disease, and make recommendations for corrective action;
- c) To examine Health and Safety audit reports, and recommend action;
- d) To consider reports which the safety representative may wish to submit;
- e) To assist with the development of Council safety rules and safe systems at work, the planning of health and safety training, and to monitor effectiveness;
- f) To monitor the adequacy of health and safety communication in the work place.

Reporting Mechanism

Each meeting will have an agenda to include regular items on the monitoring of statistics, training and development and new legislation. Actions are to be recorded in the meeting notes and monitored.

The Chair of the Committee will raise recommended actions to the Clerk, and report them to the next meeting of the Parish Council

Frequency of Meetings

There will be at least one full committee meeting per quarter. Extra meetings will be arranged if needed. A working party will be appointed, as required, to deal with particular matters, and will report back with recommendations to the full committee;

Dates of meetings for the year will be agreed as part of the council's annual calendar of meetings.

Membership

The Clerk or the Clerk's representative
2 Staff Representatives of which 1 representative from Grounds staff
2 Parish Councillors

The chair will be a staff member elected by the membership of the Committee

The quorum will be 3

The staff representatives will be nominated by the appropriate staff group.

The Parish Council will appoint two Councillors to attend Health & Safety Committees and report back to the Parish Council in conjunction with the chair of the Committee.

4 ACCESS TO THE POLICY

All employees will be given a copy of this policy. A copy of the policy, supplementary policies and procedures are held in the Staff Handbook.