



BRIZE NORTON PARISH COUNCIL

Health and Safety Policy

Health and Safety Policy	
Adopted by Full Council	Monday 6 th April 2020
Last Review	July 2022
Next Review	July 2024 or On Government advice and updated information

INTRODUCTION

Brize Norton Parish Council recognises and accepts its duty and responsibilities as an employer for providing a safe and healthy environment for all its employees, contractors, voluntary helpers and others who may be associated with the activities of the Council.

The Council will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974 and will have regard to health and safety and other associated legislation (listed at the end of this document), approved Codes of Practice, Guidance Notes and other relevant information issued by the Health and Safety Executive.

The Council aim to create a safe working and pleasant community environment by taking reasonable measures to minimise risks to health, safety, and welfare of employees, residents, volunteers and visitors to the Parish.

An up-to-date copy of this Policy shall be maintained on Brize Norton Parish Council's website.

PURPOSE

The purpose of this Policy is to ensure that Brize Norton Parish Council provides, as far as is reasonably practicable:

- A safe place to work and a safe working environment
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely
- Care and attention to health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities

RESPONSIBILITIES

The ultimate responsibility for health and safety rests with the councillors of Brize Norton Parish Council. Day to day responsibility for implementation is delegated to the Clerk. However, all employees have responsibility for health and safety matters during their day to day duties.

Responsibilities of the Clerk:

The Clerk will:

- Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly.
- Ensure councillors are aware of, read, understand and implement the procedures in this policy.
- Ensure contracts of employment include compliance with statutory and company health, safety and environmental requirements.
- Ensure sufficient information, instruction, training and supervision to enable all employees to identify and avoid hazards.
- Ensure that regular risk assessments are carried out where required and maintain records.
- Ensure Fire Procedures notices are displayed at all exits and fire extinguishers are checked annually.
- Make effective arrangements to ensure that contractors or voluntary helpers working for the Council comply with all reasonable health and safety at work requirements.
- Maintain a central record of notified accidents in accordance with Regulation 12, Management of Health and Safety at Work Regulations 1992.
- Ensure that the workplace and equipment, including first aid equipment, is subjected to regular health and safety checks in accordance with the Electricity at Work Regulations 1989.
- Ensure that the use, handling, storage and transport of articles and substances is done in a safe manner, without risks to health.
- When an accident or hazardous incident occurs take immediate action to prevent a recurrence or further accident and to record, report and investigate as detailed in the accident reporting procedure. Call in specialist technical advice whenever necessary.
- Any health and safety issues that cannot be addressed adequately should be referred to the Chairman of the Parish Council or if they are unavailable, to the Vice Chairman.

Responsibilities of Councillors, employees and voluntary helpers:

Councillors, employees and voluntary helpers will:

1. Co-operate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for health and safety.
2. Councillors should ensure a budget is allocated for health and safety compliance.
3. Familiarise themselves and ask for advice (where considered necessary) in relation to health and safety instructions in accordance with section 7 & 8 of the Health and Safety at Work Act 1974.
4. Take reasonable care of their own health and safety, use appropriate Personal Protective Equipment (PPE) clothing and, where appropriate, ensure appropriate First Aid materials are available.
5. Take reasonable care for the health and safety of other people who may be affected by their activities.

6. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
7. Not misuse any plant, equipment, tools or materials so as to cause risks to health and safety.
8. Report hazards and defects to the Clerk immediately. If reports are made verbally, they should be followed up by a written report confirming the nature of the problem, its severity and any recommendation for action.
9. Report any accidents or hazardous incidents to the Clerk immediately or as soon as is reasonably practicable and to assist with the investigation of such.

Responsibilities of Contractors:

Any Contractors employed by Brize Norton Parish Council will:

1. Be responsible for conducting themselves safely at all times and in compliance with the Parish Council's Health and Safety Policy.
2. Ensure any work carried out must be fully in compliance with statutory legislation and Codes of Practice to ensure the health and safety of their own employees and other on and off site, also providing adequate measures to protect Members of the Public from harm.
3. Check all tools and equipment that are brought onto site are safe and in sound working order. All necessary guards and safety devices must be in place and necessary certificates must be available for checking.
4. Check all electrical equipment has a valid portable Appliance Test certificate.
5. Ensure any injury sustained whilst on site must be reported to the Parish Clerk immediately.
6. Provide written risk assessments and method statements where necessary, before commencing work for or on behalf of the Parish Council.

ARRANGEMENTS

Enforcement agency

The enforcement agency for Local Authorities is the Health & Safety Executive. Any site visit carried out by Statutory Inspectors shall be co-ordinated with the full cooperation of Parish Councillors and any recommendations carried out as soon as reasonably practicable.

Risk Assessments

Generic risk assessments will be co-ordinated by the Parish Clerk for all public areas and village assets controlled by the Parish Council. These assessments will be recorded, monitored and reviewed annually.

Training

Parish Councillors are responsible for ensuring that appropriate health & safety training is provided for employees and voluntary workers. The Parish Clerk is responsible for maintaining records of such training.

Accident reporting

The Parish Clerk must be notified immediately if an accident occurs to anyone whilst on Parish Council business. This includes Parish Councillors, employees, voluntary workers, visitors, contractors etc. A form in the accident book must be completed and returned to the Clerk. The Parish Clerk will ensure that the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) are complied with. Where required, accidents and near

misses shall be investigated by the Parish Clerk and remedial actions recommended to the Parish Council where necessary. Where the activity which gave rise to the accident is under the control of a nominated Parish Councillor then that person shall assume the responsibilities of the Parish Clerk.

Provision and Use of Work Equipment

If equipment provided by the employer is damaged or faulty the employee is responsible for the immediate return or report of such equipment to the employer for repair or replacement. (Provision and use of Work Equipment Regulations 1998) If the equipment is lost or damaged through negligence, the employee must report such loss or damage immediately.

Procurement of Materials, Equipment & Contractors

Anyone who purchases or hires materials or equipment on behalf of the Parish Council must ensure that they have read and fully understand this health and safety policy. All suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required. This information must then be passed on to the Parish Clerk in order to be recorded.

Violence/Personal Safety

So as to avoid violence and aggression from members of the public or contractors, all staff should avoid getting into a confrontational situation. Always remain polite, but back off from situations that are potentially dangerous. Any incidents should be reported to the Clerk who may call the police, if it is considered necessary.

Inspections & Documentation Review

An annual inspection of village assets will be carried out and findings recorded. Any serious defects/items for attention must be actioned immediately. Activity risk assessments, the health and safety policy document and all other health and safety documentation will also be reviewed annually taking into account any changes in personnel, procedural or physical changes.

LEGISLATION

THE HEALTH & SAFETY AT WORK ETC. ACT 1974

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (COSHH)

ELECTRICITY AT WORK REGULATIONS 1989

EMPLOYERS LIABILITY (COMPULSORY INSURANCE) ACT 1969

FIRE PRECAUTIONS ACT 1971 FIRE PRECAUTIONS (WORKPLACE) REGULATIONS 1997

HEALTH & SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996

HEALTH & SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992

HEALTH & SAFETY (FIRST AID) REGULATIONS 1981

MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999

MANUAL HANDLING OPERATIONS REGULATIONS 1992 (amended 2002)

NOISE AT WORK REGULATIONS 1989

OFFICES, SHOPS AND RAILWAY PREMISES ACT 1963

PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992 (as amended)

PERSONAL PROTECTIVE EQUIPMENT REGULATIONS 2002

PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS
2013 (RIDDOR)

THE SAFETY REPRESENTATIVES AND SAFETY COMMITTEES REGULATIONS 1977

THE HEALTH AND SAFETY INFORMATION FOR EMPLOYEES REGULATIONS 1989

WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992

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