

## **Health and Safety Policy**

### **1. Purpose**

The purpose of this policy is to:

- minimise and manage health and safety risks in the workplace.
- provide clear instruction and adequate training to ensure employees are competent to do their work.
- consult employees on matters affecting their health and safety.
- ensure safe handling and use of equipment and substances.
- detail emergency procedures, including evacuation in case of fire or other significant incident.
- detail policy and procedure in case of pandemic.

### **2. Responsibility & Duties**

Overall responsibility for health and safety lies with Sandymoor Parish Council. Day-to-day responsibility for ensuring this policy is put into practice lies with the Clerk. However, all employees are responsible for ensuring this policy is observed.

### **3. Council's Duties to Employees**

The general duty of Sandymoor Parish Council (the employer) shall be that stated in Section 2 of the Health and Safety at Work etc. Act 1974, that is 'to ensure, so far as is reasonably practicable, the health, safety and welfare at work' of all employees, in particular:

- the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
- arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- the provision of such information, instruction, training, and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees.
- so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks.

- the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

#### **4. Council's Duties to Non-Employees (including Councillors and Contractors)**

The general duty of Sandymoor Parish Council (the employer) shall be that stated in Section 3 of the Health and Safety at Work etc. Act 1974, that is 'to ensure, so far as is reasonably practicable, the health, safety and welfare at work' of all non-employees, including councillors and contractors:

- It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.
- It shall be the duty of every self-employed person who conducts an undertaking of a prescribed description to conduct the undertaking in such a way as to ensure, so far as is reasonably practicable, that he and other persons (not being his employees) who may be affected thereby are not exposed to risks to their health and safety.
- In such cases as may be prescribed, it shall be the duty of every employer and every self-employed person, in the prescribed circumstances and in the prescribed manner, to give to persons (not being his employees) who may be affected by the way in which he conducts his undertaking the prescribed information about such aspects of the way in which he conducts his undertaking as might affect their health or safety.

Considering this, Sandymoor Parish Council will:

- Inform contractors and councillors of its Health and Safety Policy
- Display the Health and Safety Law poster, as required by The Health and Safety Information for Employees Regulations 1989, Section 4 in any non-domestic premises made available to them as a place of work.

In addition, Sandymoor Parish Council will endeavour to ensure contractors and councillors do not expose employees to risks to their health and safety. As such, Sandymoor Parish Council will ensure independent contractors are competent to undertake the work and request that they have public liability insurance cover.

#### **5. Responsibilities of the Clerk**

The clerk will:

- ensure all employees have the opportunity to participate in the development of good working practices, have all relevant documentation relating to Health and Safety available,

receive training where relevant and are provided with the necessary information to undertake their duties safely.

- ensure all necessary personal protective equipment is provided to employees, that they are trained in its use and proper maintenance and storage.
- encourage all staff to set a high standard of health and safety management.
- ensure all contractors comply with the necessary health and safety standards and request a copy of their public liability insurance cover.

## **6. Responsibility of Employees**

As per Health and Safety at Work etc. Act 1974, Section 7, it shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work and, as regards any duty or requirement imposed on his employer or any person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

Considering this, all employees agree to abide by this Health and Safety Policy whilst working.

## **7. Risk Assessments**

To abide by Section 3 of the Health and Safety at Work Regulations 1999, the Clerk will conduct an annual risk assessment of all its activities. This will follow the Health and Safety Executive's five steps to control health and safety risks, that is:

- identify hazards.
- assess the risks.
- control the risks.
- record the findings.
- review the controls.

The Health and Safety Risk Assessment will be conducted annually or more often if necessary.

In line with Section 7 of the Health and Safety at Work Regulations 1999, Sandymoor Parish Council will appoint the Clerk to assist in undertaking the necessary measures to comply with statutory requirements. The council shall ensure the time available for the Clerk to fulfil their functions and the means at their disposal are adequate with regard to the size of the undertaking, the risks to which employees are exposed and the distribution of those risks throughout the undertaking.

## **8. Control of Substances Hazardous to Health (COSHH)**

Sandymoor Parish Council does not currently own or lease any premises, nor does it possess or control any cleaning equipment, or hazardous substances of any kind.

As part of the annual Risk Assessment, it should be confirmed that this is still the case. If the situation changes, appropriate procedures will be put in place to manage the risks associated with any hazardous substances which come under the Council's control.

### **9. Display Screen Equipment**

The Health and Safety (Display Screen Equipment) Regulations 1992 applies to workers who use Display Screen Equipment daily, for an hour or more at a time. The regulations do not apply to workers who use Display Screen Equipment infrequently or only use it for a short time.

Sandymoor Parish Council will:

- address the use of Display Screen Equipment in its Health and Safety Risk Assessment.
- encourage employees to reduce the risks associated with using Display Screen Equipment e.g. taking regular breaks.
- provide an eye test if an employee asks for one.

Full details can be found published by the Health and Safety Executive.

### **10. Employers Liability Insurance**

Local councils are required by law to insure against liability for injury or disease to their employees arising out of their employment under the provisions of the Employers' Liability (Compulsory Insurance) Act 1969. Full details can be found published by the Health and Safety Executive.

### **11. Fire Safety**

Sandymoor Parish Council does not own, lease, or control any premises. If this situation should change in the future, then the Council will carry out a fire safety risk assessment as part of its overall Health and Safety Risk Assessment. Based on the findings of the assessment, the council will ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire.

On those occasions where the Council or its employees are using premises for meetings, working groups or other purposes they will comply with the applicable fire and other safety precautions and procedures laid down by the owners of the premises. In cases where members of the public are present the Chair, the Clerk or the person convening the activity will ensure that all members of the public are made aware of the applicable fire and emergency procedures before the beginning of the activities.

### **12. Manual Handling**

Legislation around manual handling is covered under The Manual Handling Operations Regulation 1992. Full details can be found published by the Health and Safety Executive.

### **13. Additional Information**

For further information, please contact the Clerk.

Policy Adopted by Sandymoor Parish Council: July 2022.

To be reviewed in 2025.

## Appendix 1 – Change Log

<b>Date Issued</b>	<b>Reason for Update</b>
July 2022	Full Council Review
16/03/2023	Update to new logo and format