

SPARKFORD PARISH COUNCIL HEALTH AND SAFETY POLICY

**Approved - January 2021
To be reviewed – January 2023**

- 1 Sparkford Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, volunteer helpers and others who may be affected by the activities of the Council
- 2 The Council will meet its responsibilities under the Health and Safety at Work Etc Act 1974, and will provide, as far as is reasonably practicable, the necessary resources to fulfil this commitment
- 3 The Council will seek, as and when appropriate, expert technical Health and Safety advice to assist the Clerk in fulfilling the Council's responsibilities to ensure safe working conditions

AIMS OF THE HEALTH AND SAFETY POLICY

To provide as far as is reasonably practicable:

- 1 A safe place of work and a safe working environment
- 2 Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities
- 3 Systems of work that are safe and without risks to health
- 4 Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary
- 5 Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely
- 6 Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities

ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY AT WORK

As the Council's Safety Officer, the Clerk will:

- 1 Keep informed of relevant Health and Safety policy legislation
- 2 Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy
- 3 Make effective arrangements to implement the Health and Safety Policy
- 4 Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council
- 5 Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures. Consider requesting contractors to supply a written method statement prior to starting major work. Maintain a file of risk assessments, summarised in the minutes
- 6 Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at work requirements. All contractors will be given a copy of the Council's Health and Safety Policy
- 7 Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public
- 8 Maintain a central record of notified accidents
- 9 When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting

- procedure
- 10 Act as the contact and liaison point for the Health and Safety Insectorate

All employees, contractors and voluntary helpers will:

- 1 Co-operate fully with the aims and requirements of the Health and Safety Policy and comply with Codes of Practice or work instructions for Health and Safety
- 2 Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate First Aid materials are available
- 3 Take reasonable care for the Health and Safety of other people who may be affected by their activities
- 4 Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety
- 5 Not misuse any plant, equipment tools or materials so as to cause risks to Health and Safety
- 6 Report any accidents or hazardous incidents to the Clerk

HEALTH AND SAFETY REGULATIONS

1. **Management of Health and Safety at Work Regulations 1999:** require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
2. **Workplace (Health, Safety and Welfare) Regulations 1992:** cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.
3. **Health and Safety (Display Screen Equipment) Regulations 1992:** set out requirements for work with Visual Display Units (VDUs).
4. **Personal Protective Equipment at Work Regulations:** require employers to provide appropriate protective clothing and equipment for their employees.
5. **Provision and Use of Work Equipment Regulations 1998:** require that equipment provided for use at work, including machinery is safe.
6. **Manual Handling Operations Regulations 1992 (Amended 2002):** cover the moving of objects by hand or bodily force.
7. **Health and Safety (First Aid) Regulations 1981:** Covers requirements for first aid.
8. **Employers' Liability (Compulsory Insurance) Act 1969:** requires employers to take out insurance against accidents and ill health to their employees.
9. **The Health and Safety Information for Employees Regulations 1989:** require employers to display a poster telling employees what they need to know about health and safety.
10. **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):** require employers to notify certain occupational injuries, diseases and dangerous events.
11. **Noise at Work Regulations 1989:** require employers to take action to protect employees from hearing damage.
12. **Electricity at Work Regulations 1989:** require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.
13. **Control of Substances Hazardous to Health Regulations 2002 (COSHH):** require employers to assess the risks from hazardous substance and take appropriate precautions.
14. **The Work at Height Regulations 2005:** require employers and those in control of any work at height activity to make sure work is properly planned, supervised and carried out by competent people.