

# Linkinhorne Parish Council: Health and Safety Policy

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## 1. Introduction

- a) Linkinhorne Parish Council recognises its responsibilities as an employer for providing a safe and healthy environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
- b) 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 legislation, approved Codes of Practice, Guidance Notes and other relevant information issued by the Health and Safety Executive.
- c) An up-to-date copy of this Policy shall be maintained on Linkinhorne Parish Council's website.

## 2. Purpose

- a) The purpose of this Policy is to ensure that Linkinhorne Parish Council provides, as far as is reasonable 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

## 3. Responsibilities

- a) The ultimate responsibility for health and safety rests with the Councillors of Linkinhorne 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.
- b) Responsibilities of the Clerk
  - 1. The Clerk will:
  - 2. Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly.
  - 3. Ensure sufficient information, instruction, training and supervision to enable all employees to identify and avoid hazards.

4. Ensure that regular risk assessments are carried out where necessary as required by the Management of Health and Safety at Work Regulations 1999 are carried out and the content communicated to any staff affected.
5. General Safety Responsibilities The Parish Clerk will ensure that Statutory Risk Assessments are undertaken as required by the Health and Safety at Work Act 1974 is supplemented by the following regulations and codes of practices:
  - The Regulatory Reform (Fire Safety) Order 2005;
  - Management of Health and Safety at Work Regulations 1999 (as amended): require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
  - 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.
  - Health and Safety (Display Screen Equipment) Regulations 1992: set out requirements for work with Visual Display Units (VDUs).
  - Personal Protective Equipment at Work Regulations 1992: require employers to provide appropriate protective clothing and equipment for their employees.
  - Provision and Use of Work Equipment Regulations 1998: require that equipment provided for use at work, including machinery is safe.
  - Manual Handling Operations Regulations 1992 (Amended 2002): cover the moving of objects by hand or bodily force.
  - Health and Safety (First Aid) Regulations 1981: Covers requirements for first aid.
  - Employers' Liability (Compulsory Insurance) Act 1969: requires employers to take out insurance against accidents and ill health to their employees.
  - 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.
  - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR): require employers to notify certain occupational injuries, diseases and dangerous events.
  - Noise at Work Regulations 1989: require employers to take action to protect employees from hearing damage.
  - 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.
  - Control of Substances Hazardous to Health Regulations 2002 (COSHH): Require employers to assess the risks from hazardous substance and take appropriate precautions.
6. Maintain a record of risk assessments.
7. Make effective arrangements to ensure that contractors or voluntary helpers working for the Council comply with all reasonable health and safety at work requirements.
8. Maintain a central record of notified accidents.

9. Ensure that the workplace and equipment is subjected to regular health and safety checks.
10. 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.
11. Any health and safety issues that cannot be addressed adequately should be referred to the Chairman of the Parish Council or if he/she is unavailable to the Vice Chairman. The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

c) Responsibilities of Councillors, employees, contractors and voluntary helpers

Councillors, employees, contractors and voluntary helpers will:

1. Cooperate 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. Familiarise themselves and ask for advice (where considered necessary) in relation to health and safety instructions.
3. Take reasonable care of their own health and safety, use appropriate personal protective clothing and, where appropriate, ensure the appropriate First Aid materials are available.
4. Take reasonable care for the health and safety of other people who may be affected by their activities.
5. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
6. Not misuse any plant, equipment, tools or materials so as to cause risks to health and safety.
7. 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.
8. 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.

#### **4. Insurance**

Linkinhorne Parish Council will ensure that the appropriate insurance is put in place this will include insurance against liability for injury or disease to their employees arising out of their employment, under the provision of the employers liability (Compulsory Insurance) Act 1969.

#### **5. Policy Review**

- a) Linkinhorne Parish Council will review this Policy as is necessary and appropriate, and at a minimum on an annual basis.