

**Kingsbrook Parish Council**

**Health and Safety Policy**

**March 2021**

## **1. General Statement of Policy**

1.1 It is the policy of the Parish Council to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and councillors and to provide such information, instruction, training and supervision as they need for this purpose.

1.2 The Clerk to the Council is ultimately responsible for Health and Safety within the Council and will pay particular attention to:

- The provision and maintenance of safe and healthy working conditions.
- Ensuring that suitable Risk Assessments are undertaken from which are developed safe and efficient work methods.
- Providing information, instruction, training and supervision as is necessary to ensure the competence of individuals.
- Making available and maintaining all necessary safety devices and protective equipment.
- Providing and maintaining equipment and materials that are safe and without risk to the health of our employees or others who may be affected by our business activities.
- Maintaining a constant interest in Health and Safety matters applicable to Kingsbrook Parish Council's activities, especially through consultation, and for its management to set an example in safe behaviour.

1.3 The policy will be kept up to date, particularly as the Parish Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed annually.

1.4 Employees of all positions have a role in ensuring the safety of themselves and others. Disciplinary action will be taken against any employee, regardless of status, who wilfully or deliberately disregards, or who is consistently negligent in conforming to, Kingsbrook Parish Council's Health and Safety Policy.

## **2. Responsibilities of the Council**

2.1 Both Councillors and Officers have an important role to play in the management of safety. By their actions they can have an influential effect on the development of a 'safety culture' within Kingsbrook Parish Council. All those with supervisory responsibilities have additional duties to ensure that work activities are undertaken with due regard for safety. A Manager who fails to intervene to address unsafe acts is, in effect, accepting the practice.

2.2 Kingsbrook Parish Council will:

- Ensure that each employee is aware of their responsibilities as regards health and safety and support other staff on issues affecting safety. In this respect all staff must read and understand the Health and Safety Policy, associated procedures and risk assessments made in support of it.
- Ensure that the aims of the policy are met through the appointment of a competent and adequately resourced person to enforce the policy and its arrangements, and are also met through the development and implementation of safe methods of work.
- Encourage appropriate training and re-training for all members of staff.

- Ensure that all service and contract providers approved or appointed by Kingsbrook Parish Council are assessed with regard to statutory provisions and good working practices.
- Encourage the uptake of safe actions through making personal interventions in circumstances where the principles of the policy and general good practice are not being followed.
- Ensure that a system exists, and is carried out, for the recording and reporting and investigation of Injuries, Diseases and Dangerous Occurrences (RIDDOR).
- Ensure that staff wear safety equipment if this has been specified by those responsible for safety, both internal and external to the Council.
- Ensure that staff take responsibility for the correct use and storage of work equipment and perform a visual inspection before using the equipment; in addition where checklists are provided they must be completed.
- Ensure that staff never use work equipment in a way which could endanger themselves or others around them, and never use any equipment for purposes for which it is not designed to be used.
- Ensure all staff are aware that horseplay or practical jokes which may cause danger to others will not be tolerated and will result in disciplinary action where this is warranted.
- Encourage staff to be comfortable in making suggestions regarding any alternative methods of work which will reduce hazards, make the workplace a safer environment and benefit the welfare of its employees.

2.2 All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.3 Whenever an employee or Councillor notices a health or safety problem which they are not able to put right, they must inform the Clerk.

### **3. Reporting and Recording Accidents**

3.1 A copy of the Accident Record Book is kept in the Clerk's office.

3.2 Accidents shall be reported to the Clerk who will record them in the Accident Record Book.

### **4. Training**

4.1 The Council has overall responsibility for training.

4.2 All newly appointed staff will be given a copy of the Council's Health and Safety Policy.

### **5. Risk Assessments**

5.1 The Clerk is responsible for overseeing that suitable Risk Assessments are undertaken although these tasks may be delegated to other members of staff. In line with the obligations to consult employees on matters of Health and Safety, the process of Risk Assessment will involve those who undertake the activity either individually or through representation.

The process of Risk Assessment is illustrated on the next page but will involve the identification of:

- Tasks/Activities
- Hazards
- Persons Exposed
- Nature of Harm
- Existing and Additional Control Measures
- Residual Risks
- Review Period

5.2 One of the purposes of Risk Assessment is to identify those risks that are inadequately controlled. Therefore it is useful to have a means of judging the degree of risk control achieved by the control measures. Rather than use complex calculation systems the procedure employs a simple risk estimator relating the severity of harm to the likelihood of the harm. In determining the risk, regard should be made to the vulnerability of the persons at risk. Attention is also paid to the robustness of the risk control arrangements.

<b>Severity</b>	<b>Severe</b>	Medium	High	High
	<b>Minor</b>	Low	Medium	Medium
	<b>Trivial</b>	Low	Low	Low
		<b>Unlikely</b>	<b>Likely</b>	<b>Certain</b>
		<b>Likelihood</b>		

### 5.3 Definitions

Hazard: “something with the potential to cause harm”

Risk: “the likelihood of the harm occurring together with the severity of the harm”

5.4 Risk Assessors are encouraged to involve those who undertake the specific tasks both to ensure that the Risk Assessments relate to the work as it is undertaken and in the spirit of consultation. Such involvement is also likely to enhance acceptance of the identified risk control measures. All Risk Assessments are fully documented and held by the Clerk.

5.5 Kingsbrook Parish Council will review Risk Assessments either annually, in the event of an incident or should there be a significant change to current working practices.

5.6 All activities in life involve risk, work is no exception. The aim of these Risk Assessments is to ensure that the level of risk is reduced as far as reasonably practicable. As a result it is recognised that accidents will occur but the aim is to reduce their frequency, minimise the severity of injuries and most importantly learn from experience.

## 6. Personal Safety of Staff and Councillors

6.1 Employees and councillors should take reasonable care of themselves and follow the rules and procedures designed for safe working.

6.2 When lone working away from normal place of work, employees should carry a mobile phone at all times.

6.3 Councillors and employees should ensure that someone knows where they are going if on Council business and when expected back.

6.4 All meetings with members of the public should be by appointment only. The Chairman and Clerk should be made aware of appointments.

6.5 All instances of abuse by a member of the public should be reported and support offered to the staff member or councillor if necessary.

6.6 The Chairman of an evening meeting is responsible for ensuring staff are not left alone at the meeting venue.

6.7 The Chairman of a meeting is responsible for ensuring that the meeting place is left in a secure and appropriate manner.