Tanworth in Arden Parish Council Health & Safety Policy

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1) Introduction

Tanworth In Arden Parish Council (The Council) are committed to working towards, reviewing, and establishing high standards with regards to Health and Safety for Employees, Volunteers and Parish Councillors.

2) Health and Safety Policy Statement

The Council fully accepts the obligations placed upon it by various Acts of Parliament covering Health and Safety. The Clerk to the Parish council is required to ensure that this policy is implemented and to report annually on its effectiveness.

Statement of general policy:-

- To provide adequate control of the health and safety risk arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use and storage of substances
- To provide information, instruction, and supervision for employees
- To ensure all employees are competent to do their tasks and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions *and*
- To ensure that all contractors working on site are informed about our Health and Safety standards and work to the standards required
- To implement emergency procedures in case of fire or other significant incident
- To review and revise this policy as necessary at regular intervals

3) Policy

3.1 Health and Safety Responsibilities

Although the ultimate legal responsibility for maintaining health and safety lies with the Council, all employees and Parish Councilors have certain obligations to ensure that the high standards, which the Council wishes to maintain are met. In this respect, all individuals must comply and co-operate with the letter and spirit of this health and safety policy and regulations.

Everyone is required to:-

a) Read and comply with all the relevant health and safety rules/regulations and procedures regarding safe working. You should familiarize yourself with their contents and any updates as and when they are issued.
b) Carefully use all safety devices and personal protective equipment and clothing, where this is provided, in accordance with the relevant operating instructions.
c) Follow the procedures relating to work accidents as set out below.
d) Co-operate with supervisors on health and safety matters.
e) Not interfere with anything provided to safeguard health and safety.

f) Take reasonable care of your own health and safety *and*
g) Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

3.2 Risk Assessments (see appendix 1)

- Risk assessments will be carried out by individuals who have been trained.
- The findings of the risk assessments and action plans will be reported to the Clerk to the Parish Council who will in turn report to the Parish Council.
- Action required to remove/control risks will be reviewed by the Clerk to the Parish Council who will be responsible for ensuring that suitable and sufficient action(s) required are implemented.
- Risk assessments will be reviewed every 2 years or when the work activity changes, whichever is the sooner.

Risk assessments will be carried out following the 5 steps below:-

1. Identify the hazard(s)
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when necessary

3.3 Communication/Consultation/Information

Information relating to health and safety will be displayed in the main Parish Office for employees and Parish Councilors to read. Should information need to be disseminated urgently or discussed in detail, a meeting may be called by the Parish Clerk to ensure thorough understanding is communicated.

The relevant statutes will be displayed in the main Parish Office. Health and safety advice will be available from the Clerk to the Parish Council and/or the Chairman to the Parish Council.

3.4 Reports to the Health and Safety Executive

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) to the Health and Safety Executive, shall rest with the Chairman of the Parish Council as delegated to the Clerk to the Parish Council.

3.5 Plant and Equipment

- The Chairman to the Parish Council will be responsible for identifying all equipment/plant needing maintenance and for drawing up and implementing effective maintenance procedures.
- Any problems found with plant/equipment should be reported to the Clerk to the Parish immediately, who in turn will draw these to the attention of the Chairman to the Parish Council.

- The Chairman to the Parish Council will check that all new plant and equipment meets health and safety standards before it is purchased.

3.6 Safe Handling and use of Substances

- The Chairman of the Parish Council will be responsible for identifying all substances which need a COSHH (Control of Substances Hazardous to Health) and for undertaking such COSHH assessments as needed.
- The Chairman of the Parish Council will be responsible for ensuring that all actions identified in the assessment are implemented and the relevant employees and or Parish Councilors are informed of the assessment and the outcome.
- The Chairman of the Parish Council will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every 2 years or when the work activity changes or when the materials data safety sheets alter, whichever is the soonest.

3.7 Training

Induction training will be provided for all employees and Parish Councillors on their first day. In the case of Parish Councillors on the first available date.

3.8 Accidents and First Aid

If an accident occurs at work, however slight, it must be reported immediately and recorded in the accident report book. The data held in the accident report book should be kept in accordance with the provisions of the General Data Protection Regulations and the Data Protection Act 2018. For details of where this is kept please ask the Clerk to the Parish Council. A First Aid box is available in the main Parish office.

Each employee, volunteer and Parish Councillor has a statutory obligation to work safely and efficiently without endangering themselves or others. Due regard must be given to the Safety Regulations that are issued. Failure to comply with Safety Regulations may be treated as a disciplinary matter.

The first aid kit should be checked at regular intervals by the Clerk to the Parish to ensure they are fit for purpose. Any consumables used should be replaced as soon as possible.

There are no specific regulations which determine how many employees should be trained in first aid. The Council will carry out an assessment of first-aid needs. Should the assessment identify that a first aider is not necessary, the Council will appoint a person to take charge of the first-aid arrangements, including looking after equipment and facilities, and calling the emergency services when required.

3.9 Working Alone

A lone worker is someone who works by themselves without close or direct supervision. The Council is committed to assessing risks associated with lone workers, including

identifying foreseeable events such as becoming ill whilst at work, and take steps to avoid, reduce or control risks.

Employees, volunteers and Councilors are required to utilize all facilities available to keep themselves and others safe.

Should high risk activities be undertaken, including where there may be a risk of violence and/or aggression, the Clerk to the Parish Council should be informed immediately. The Council will put procedures in place to avoid, reduce or control this risk.

3.10 Home Working

The Health and Safety Executive state that a lot of work carried out at home is going to be low-risk, office-type work. Of the work equipment used at home, The Council is only responsible for the equipment which it supplied. The Council agree to carry out assessments as required.

3.11 Violence at work

Violence is defined by the Health and Safety Executive as '*any incident in which a person is abused, threated or assaulted in circumstances relating to their work'*. This includes verbal abuse and threats plus physical attacks.

The Council is committed to carrying out risk assessments, including observation and communication with employees and councilors in line with the guidance given by the Health and Safety Executive called 'Violence at Work'.

Employees and councilors are encouraged to report any incidents promptly and fully, including verbal abuse and threats, to the Clerk to the Parish Council, who will take the appropriate action.

3.12 Manual Handling

The Manual Handling Operations Regulations 1992, as amended in 2002 ('the Regulations') apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying.

The Council will carry out risk assessments with regards to manual handling to ensure that unnecessary activities are avoided or reduced in line with guidance offered by the Health and Safety Executive, providing information to employees and councilors, as required.

3.13 Non Smoking

Smoking in the workplace was banned on 1 July 2007. The Council has agreed that there will be no smoking in the workplace. Any employee found smoking will be subject to disciplinary action. Councilors are required to comply with UK legislation. A visitor attending the Parish office smoking, will be asked to leave.

3.14 Needle-stick Injury/Sharps

'Sharps' are needles, blades (such as scalpels) and other items that could cause an injury by cutting or pricking the skin. The main risk from a sharps injury is the potential exposure to infections. The Council are committed to carrying out risk assessments, especially in regard to work activities undertaken in the park. Should an employee, volunteer or councilor have any concern or believe that they may have sustained a needle-stick injury they are requested to seek **immediate** medical advice.

3.15 Personal Protective Equipment (PPE)

PPE can include items such as safety helmets and hard hats, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses (this is not an exhaustive list). The Council agree that whenever there are risks (identified during risk assessments) to health and safety that cannot be adequately controlled in other ways, the Personal Protective Equipment at Work Regulations 1992 will be applied.

3.16 Visual Display Units (VDU)

The Health and Safety (Display Screen Equipment) Regulations only apply to employees who regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more).

The Council has agreed to undertake risk assessments and review the outcomes, supplying equipment as may be needed to avoid or control the risk.

The Council understand that they are required by law to comply with requests to provide an eye test. If the test shows that the user needs glasses specifically for DSE work, TIAPC will pay for a basic pair of frames and lenses.

3.17 Contractors

The Council will ensure that any persons working on Council premises, who are employed by another organization will follow this Health and Safety Policy, including Fire Safety Procedures. This responsibility will be included in contracts or working arrangements. Any contractors will be asked to confirm that they have a written Health and Safety Policy.

3.18 Fire or bomb threat precautions

The Council are committed to:-

- Carrying out a fire safety risk assessment and implementing the findings and for this to be kept up to date.
- 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.
- Ensure that all fire safety equipment is maintained professionally and on a regular basis *and*
- Ensure that fire evacuations are carried out on a regular basis, including the testing of alarms.

TIAPC will develop an emergency plan, in cooperation with employees and councilors, which will clearly identify actions to be taken in the face of fire or bomb threat.

3.19 Near Miss

The Council encourages any employee, volunteer, councillor or visitor to report any 'near misses' (see Appendix 2). The Clerk to the Parish Council will review the near incident and with the support of the Chairman to the Parish Council, assess the risk and take action to avoid, reduce or control it.

3.20 Pregnancy

The Council are committed to ensuring the welfare of any pregnant employee or councilor. As soon as the Council are informed a risk assessment will be carried out in line with guidance from the Health and Safety Executive.

4. Monitoring

The Council will:-

- Review all Health and Safety information on a yearly basis during the most appropriate meeting. Minutes will be produced.
- Ensure that any investigations are carried out by persons not connected with the original problem.
- Ensure that results from an investigation are acted upon with immediate effect.

Appendix 1 – Risk Assessments

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage the risk?	Action by whom?	Action by when?	Date completed.

Appendix 2 – Near Misses

Date of near miss: …….

Today's date: …….

Name (please print) …….

Describe the near miss incident – include drawings where necessary. Please state exactly where the near miss occurred.

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Signature: …….

Date handed to the Clerk to the Parish Council: ……. Clerk's signature: …….

Investigation carried out – please detail the investigation, who you spoke to, comments, considerations etc.

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What action has been identified and why: ……..

Has a risk assessment been carried out Yes/No.

If no, please explain why no risk assessment was carried out: ……

Action Taken: ……

Date Completed: …… Signed: …….

Please Print Name: ……