



Health and Safety Policy Statement

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of Northway Parish Council

Our statement of general policy is

- To provide adequate control of the health and safety risks 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 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 review and revise this policy as is necessary at regular intervals.

Signed:
Clerk

Date:
Adopted Staffing Committee Meeting 27th September 2017

Review date:

Responsibilities

1. Overall and final responsibility for health and safety is that of the Council.
2. Day to day responsibility for ensuring this policy is put into practice is delegated to the Clerk.
3. The Finance Committee will be responsible for ensuring health and safety standards are maintained and improved, the following people have responsibility in the following areas:

| <u>Name</u> | <u>Responsibility</u> |
|--------------------|-----------------------|
| Charlotte Woodward | H & S |
| Ken Flude | PAT Testing |

4. All employees have to:
 - Co-operate with supervisors and managers on health and safety matters;
 - Not interfere with anything provided to safeguard their health and safety;
 - Take reasonable care of their own health and safety; and
 - Report all health and safety concerns to the appropriate Committee.

Health and safety risks arising from our work activities

- Risk assessments will be undertaken by Charlotte Woodward.
- The findings of the risk assessments will be reported to the Clerk (who will report to appropriate meeting)
- Action required to remove/control risks will be approved by Clerk in emergency, Committee if other.
- The Clerk will be responsible for ensuring that the action required is implemented.
- The Clerk will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed when the work activity changes.

Consultation with employees

- Employee representative(s) are: The Clerk for employees and the Staffing Committee for the Clerk.
- Consultation with employees is provided by: Staffing Committee.

Safe plant and equipment

- The Clerk will be responsible for identifying all equipment/plant needing maintenance.
- The Clerk will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to the Clerk then the relevant Committee.
- The Clerk will check that new plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

The Clerk and Caretaker will be responsible for ensuring COSHH care is implemented (print offs can be obtained on line for substances used) There is a metal cabinet that is lockable for storage of such items.

Assessments will be reviewed when the work activity changes.

Information, instruction and supervision

The Health and Safety Law poster is displayed at the Parish Office.

- Health and safety advice is available from HSE and Risk Assessor.
- Supervision of young office workers/trainees will be arranged/undertaken/monitored by the Clerk
- The Clerk is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

Competency for tasks and training

- Induction training will be provided for all employees by the Clerk.
- Job specific training will be provided by Gloucestershire Association of Parish and Town Councils (GAPTC), National Association of Parish and Town Councils
- (NALC), Society of Local Council Clerks (SLCC), Tewkesbury Borough Council (TBC), Gloucestershire County Council (GCC) and in house.

Accidents, first aid and work-related ill health

Health surveillance is required for employees doing the following jobs: VDU, posture.

The first aid box(es) is/are kept at the kitchen and office.

The appointed person(s)/first aider(s) is/are None at present

- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/in the office
- The Clerk is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

- To check our working conditions, and ensure our safe working practices are being followed we will: make visual inspections and annually review policies
- The Chairman of the relevant Committee is responsible for investigating accidents.
- The Chairman of the relevant Committee is responsible for investigating work-related causes of sickness absences.
- The Council is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

- The Clerk is responsible for ensuring the fire risk assessment is undertaken and implemented
- Escape routes are checked by Caretaker. Clerk and Hirers
- Fire extinguishers are maintained and checked annually
- Alarms are tested weekly by the Office Staff – Tuesday 9.30 am.
- Emergency evacuation will be tested annually