



# **ECCLESFIELD PARISH COUNCIL**

*Serving the Community since 1894*

## **HEALTH AND SAFETY POLICY**

### **General Statement of Policy**

Ecclesfield Parish Council recognises its obligations to comply with the Health and Safety at Work Act 1974 and subsequent legislation, to provide and maintain safe and healthy working conditions, equipment, and systems of work for all its employees so as to keep the risk of harm to a level which is As Low As Reasonably Practicable (ALARP).

The Council recognises and accepts its responsibility to protect the health and safety of all visitors to the workplaces and Council controlled property including contractors, temporary staff and any members of the public who might be affected by its activities. The Council will co-operate on health and safety matters with other organisations sharing working space with them.

A copy of this policy will be kept alongside the Staff Handbook and all staff will be required to read and acknowledge this as part of their induction and at any time when the policy is amended.

The policy will be kept up to date. It will be reviewed together with the associated procedures at least annually by the Council's Finance and Premises Committee. Any health and safety incidents or complaints will be reported to the Finance and Premises Committee.

The specific arrangements for the implementation of the policy and the personnel responsible are set out below.

### **Responsibilities and arrangements for health and management**

#### **Ecclesfield Parish Council**

The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities e.g. users, volunteers, members of the public.

The Council, as the employer, has overall and final responsibility for health and safety matters and for ensuring compliance with the health and safety legislation. However, the day to day responsibility and functions is delegated to the Clerk.

### **The Clerk**

The Clerk has overall responsibility for ensuring that the health and safety policy is adhered to at the Council's premises:

- Risk Assessments are undertaken and reviewed for all activities that may result in harm, that control measures are identified and implemented, that the results are written up and staff are briefed on the results of the risk assessments and control measures.
- Line Managers and supervisors are aware of their responsibilities to their staff and volunteers.
- Employees receive sufficient information, training and supervision on health and safety matters and that records are kept of such training.
- Employees have adequate time, resource, and equipment to carry out tasks safely.
- Employees understand that, should they have any Health or Safety concerns, that they have a duty to report them and (if appropriate) cease work until adequate arrangements are in place.
- There are arrangements in place to monitor the maintenance of the premises and equipment and working practices.
- Ensure that staff and members of the Council who undertake any health and safety work or monitoring on behalf of the Council have the time, facilities, and resources to carry out their business effectively.
- Accidents are investigated and reported to the Council and other statutory bodies.

### **Competent Persons**

The Clerk will appoint from amongst the Council's employees, at least one additional 'competent person' as defined in the Management of Health and Safety at Work Regulations 2014

Competent person (s) will report to the Clerk and will assist in assessing the health and safety risks to the Council's employees, visitors and the public, and devising and applying measures to improve health and safety. The Clerk will ensure that the competent persons have adequate time, information, training, and resources to undertake their task.

The Clerk will ensure that all employees are told who the competent person (s) are.

The names and contact details of the Competent Person (s) will be prominently displayed on staff notice boards.

### **All employees**

All employees have the responsibility to co-operate with the Clerk and the Council to achieve a safe and healthy workplace and to take reasonable care of themselves and others and to comply with agreed methods of working.

Employees must not intentionally or recklessly interfere with anything provided for their health, safety, and welfare. Serious breaches of the Health and Safety Policy and rules (e.g., misusing equipment, deliberately putting someone else's safety in danger) will be dealt with through the Council's Disciplinary Procedure.

Whenever an employee notices a health or safety problem, they must immediately inform their line manager or one of the competent persons for them to record the issue and prevent it from happening again. They may also inform the Clerk. Employees have the right to cease any operation where they feel that health and/or safety is a problem until the matter is resolved.

Health, safety, and welfare matters may be raised by any employee at team meetings.

## **Fire Drills**

- Ensure the Clerk arranges the testing of fire alarms and fire drills.
- Assist with the efficient evacuation of the Council's staff and visitors.
- Liaise with the Emergency Services and Clerk at the assembly point.
- Ensure the Council's staff are aware of the fire alarm and fire drill.

## **First Aid**

The Clerk in conjunction with the competent person (s) will undertake on at least an annual basis a first aid-needs assessment to establish what level of first aid needs is required, in accordance with Government guidance and best practice.

Training will be provided to help them fulfil these duties.

The outcomes of this assessment and any recommendations will be reported to the Finance and Premises Committee for action.

## **Reporting and Recording**

The Clerk is responsible for ensuring accurate record keeping in accordance with current Health and Safety Regulations.

## **Work Activity Risk Assessment (WARA)**

The Clerk will ensure that a competent person carries out appropriate WARA in accordance with the 1992 Management of Health and Safety at Work Regulations and the Approved Code of Practice (ACOP). Such WARA and the resulting Control Measures will be written up and be briefed to all relevant staff.

The written WARA will be reviewed and updated annually to ensure they cover all employees against all risks and to ensure that any action identified as needed in the Risk Assessments has been carried out. The WARA will also be updated every time that there is a major change in working practices. The WARA will cover all the Council's employees.

## **Training**

The Clerk will ensure that new employees receive information on health and safety as part of their induction and when anything changes and at regular intervals (e.g., no more than 12 months).

The Clerk ensures that training for employees and volunteers on health and safety matters as appropriate, including:

- General health and safety training.
- First aid, manual handling.
- Fire safety.
- Risk assessment.

The Clerk will ensure that training for appropriate use of the equipment and any special training is organised.

If employees and volunteers consider they have health and safety training needs they should inform their line manager or supervisor, who will be responsible for arranging any agreed training needs. The line manager records the completed training to ensure it is up to date.

## **Land and Building Maintenance**

The Council has a responsibility to provide a safe and healthy environment for staff, visitors, the general public and volunteers. The Clerk will be responsible for ensuring that any necessary repairs identified are carried out swiftly with the minimum of disruption.

**Adopted by Council February 2021**

**Review date February 2023**