

Introduction

Greatham Parish Council ("the Council") recognises its duties under the Health and Safety at Work Act 1974 to provide a safe working environment for the Clerk and to protect the health, safety and welfare of councillors, contractors, residents and members of the public who may be affected by the Council's activities.

Scope of the Policy

The Council will ensure that any building and amenities belonging to the Council are property managed and that appropriate health and safety policies are put into place that protect the public when accessing or using those buildings and amenities.

Councillors are required to take reasonable care of their own health and safety when carrying out any duties on behalf of the Council.

The Clerk should ensure that he/she works in a safe environment at home and when carrying out any duties on behalf of the Council away from home. This includes the recommendations for the correct use of computer equipment/workstation and safe manual handling.

Responsibility

Overall responsibility for health and safety is a matter for the Council and the Clerk is responsible for ensuring that this policy is carried out and that:

- Risk assessments are carried out on an annual basis
- They keep themselves informed of any relevant health and safety legislation
- A record of any notifiable incidents is kept
- An accident book is maintained for all accidents and injuries

Volunteers

The Clerk should ensure that any volunteer or working group acting on behalf of the Council should adhere to the following procedure when carrying out work on Council owned buildings and amenities:

- A list of names of volunteers in attendance should be kept by the working group lead
- A general safety talk should be given by the working group lead to volunteers when carrying out work such as strimming, cutting grass, maintaining playground structures etc, regarding suitable clothing, footwear and appropriate safety equipment to be used
- Take reasonable care for their own health and safety and use appropriate clothing and footwear
- Take reasonable care for health and safety of other people who may be affected by their activities
- Children should only be allowed on site when they are being closely supervised by appropriate adults at all times
- The Clerk should always be notified of any work being carried out to ensure adequate insurance cover is in place
- A risk assessment should be carried out before commencing any work
- Report immediately to the Clerk any accidents or hazardous incidents and any defect in buildings or amenities

Contractors

Where contractors are appointed to carry out work on behalf of the Council, the Clerk should ensure that:

- The contractor is competent to undertake the work requested

- The contractor has public liability insurance cover
- The contractor has carried out any risk assessments as specified in law
- The contractor does not expose residents/visitors/members of the public to risks to their health and safety when carrying out work
- The contractor is given a copy of the Council's Health and Safety Policy

Risk Assessments

Regulation 3 of Management of Health and Safety at Work Regulations 1999 requires employers to carry out risk assessments. The Clerk, on behalf of the Council, will carry out risk assessments of all its activities and review them annually.

Risk assessments should follow the following steps:

- Step 1 – Identify the risk
- Step 2 – Decide who might be harmed and how
- Step 3 – Evaluate the risks and decide on precautions
- Step 4 – Record the findings and implement them
- Step 5 – Review the risk assessment and update if necessary

Other relevant legislation

The Council is aware of other health and safety legislation and will take this into account when assessing risks, particularly with regards to the following:

- Manual Handling Operations Regulations 1992
- Display Screen Equipment Regulations 1992
- Work at Height Regulations 2005
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- Personal Protective Equipment at Work Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005

Insurance

The Council is required by law (Employers' Liability (Compulsory Insurance) Act 1969) to have suitable insurance and this should be reviewed on an annual basis.