

# Aldenham Parish Council

## Health & Safety Policy

### Health, Safety Policy Statement

Aldenham Parish Council (APC) recognises that it has a legal duty of care towards protecting the Health and Safety of its employees and all others affected by its activities, and that managing Health & Safety is a crucial business function.

In order to discharge its responsibilities, it will:

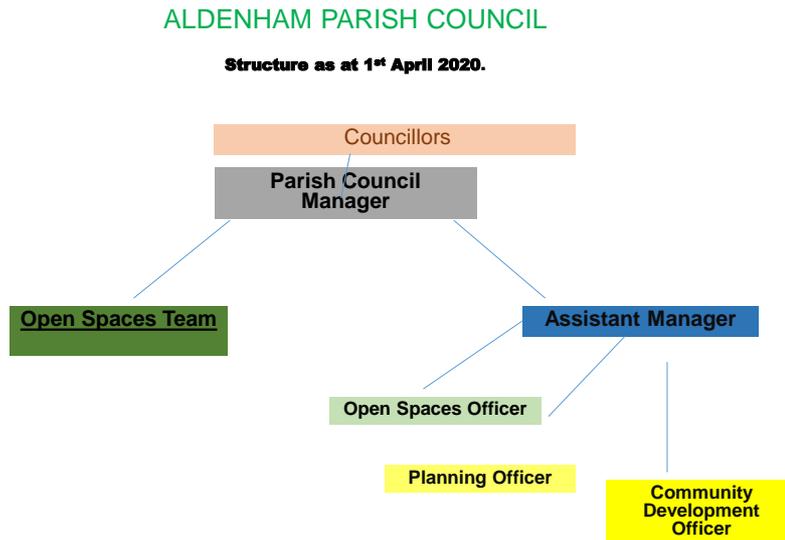
- Bring this policy statement to the attention of all employees
- Carry out and regularly review risk assessments to identify proportionate and practical solutions to reducing risk
- Communicate and consult with APC employees on matters affecting their Health & Safety
- Comply fully with all relevant legal requirements, codes of practice and regulations at all levels.
- Eliminate risks to Health & Safety, where possible, using different designs of materials or equipment, processes, or design of buildings and facilities.
- Encourage staff to identify and report hazards, as well as possible solutions thus encouraging everyone to contribute to improving Health & Safety (H&S).
- Ensure that emergency procedures are in place at all locations for dealing with Health & Safety issues.
- Maintain our premises and equipment within, including regular servicing.
- Only engage with contractors who share APC's philosophy when it comes to H&S matters.
- Provide adequate resources to control the H&S risks arising from APC activities.
- Provide adequate training and ensure that all employees are competent to do their tasks.
- Provide an organisational structure that defines the responsibilities for H&S.
- Provide information, instruction and supervision for employees.

This policy will be reviewed every two years and revised as necessary to reflect changes in activities and any legislation. Any such revisions will be brought to the attention of the employees.

## Peter Evans - Parish Council Manager

### Responsibilities and Rules

### Health & Safety Organisational Chart



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#### Parish Council Manager (PCM)

The PCM is the designated person with overall responsibility for H&S within APC. They will ensure:

- The H&S policy is implemented, monitored, developed, communicated effectively, reviewed and revised as required.
- That sufficient funds, people, training, materials and equipment are provided to meet all H&S requirements.
- That adequate insurance cover is obtained.
- Competent external contractors are employed for H&S advice
- That a competent maintenance system is in place for equipment
- Competent system of inspections is planned, complied with, records kept and actions followed up.
- That there is regular training and consultations with staff on H&S issues.
- Safe systems of work are developed and implemented.

- Accidents, ill health and 'near miss' incidents are recorded, investigated and reported.
- Safety issues raised are thoroughly investigated and when necessary safe systems of working or new equipment purchased and the reasons for change communicated to staff.
- Contractors employed are only employed by APC if they are reputable and can demonstrate a good H&S record.

### Councillors

The councillors have the ultimate responsibility for H&S in APC but discharges this duty through the PCM, and Asst Manager. The councillors will ensure that:

- They provide a lead in developing a positive H&S culture throughout the council.
- All its decisions reflect its H&S intentions, and it will make adequate resources available.
- They will promote the active participation of staff in improving H&S performance.

### Assistant Manager

The Asst Manager will ensure, as far as possible and within the reasonable bounds of their duties, that in there are of control:

- They actively lead the implementation of the H&S policy in their area.
- They supervise their staff to ensure they work safely, and that safe systems of work are developed and implemented.
- Risk assessments are completed, recorded and regularly reviewed.
- Accidents, ill health and 'near miss' incidents are recorded, investigated and reported.
- That staff are encouraged to report hazards and H&S concerns
- That staff undertake H&S training.

### Employees Responsibilities

It is the responsibility of all employees to co-operate in the implementation of this H&S policy within their area of influence. All employees have a legal duty to ensure their own safety and the safety of others (colleagues, councillors, visitors, contractors) under the H&S at Work Act 1974.

Employees must therefore:

- a) To observe the safety rules.
- b) Take reasonable care of their own safety.
- c) Take reasonable care of the safety of others affected by their acts or omissions at work.
- d) Comply with this H&S policy.
- e) Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.

- f) To use personal protective equipment supplied as required by statute, policy or agreement.
- g) Dress sensibly and safely for their particular working environment or occupation.
- h) Conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- i) To use all equipment correctly and refrain from misusing or recklessly interfering with equipment that has been provided for Health and Safety reasons.
- j) Avoid any improvisations of any kind which may create an unnecessary risk to their personal safety or the safety of others.
- k) Maintain all equipment in good condition and report any defects to the line manager.
- l) Report all accidents to the line manager regardless of whether there was an injury or not.
- m) Attend as requested any H&S training courses
- n) Observe all laid down procedures for processes, materials and substances used.
- o) Observe the fire evacuation procedure and be aware of position of all fire equipment and fire exit routes.

## **Health & Safety Rules**

### **Working Practices**

- Employees must not operate any plant or equipment unless they have been trained and authorised.
- Employees must make full and proper use of any guards attached/supplied with equipment.
- Employees must not clean any moving item of plant or equipment
- Any employee under 18 years of age will not operate any plant or equipment.
- Employees must not make any repairs or maintenance work of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids etc in accordance with all written instructions.
- Employees must not smoke except in prescribed areas.

### **Hazard/Warning Signs and Notices**

Employees must comply with all hazard/warning signs and notices displayed on the premises.

### **Working Conditions/Environment**

- Employees must make proper use of all equipment and facilities provided to control working conditions/environment.
- Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition.

- Employees must dispose of all rubbish, scrap and waste materials within the working area.
- Employees must clear up and spillages or liquids within the work area in the prescribed manner.

#### Protective Clothing & Equipment (PPE)

- Employees must use all items of PPE provided as instructed.
- Employees must store and maintain all PPE in the approved manner.
- Employees must report any damage, loss, fault or unsuitability of PPE to their line manager.

#### Fire Precautions

- Employees must comply with all laid down emergency procedures.
- Employees must not obstruct any fire escape routes, equipment or fire doors.
- Employees must not misuse any fire equipment
- Employees must report any firefighting equipment use to their line manager.

#### Health

- Employees must report to their line manager any medical condition or medication which could affect the safety of themselves or others.
- Employees must co-operate with management on the implementation of the medical and occupational health provisions.

#### Employers Transport

- Employees must carry out prescribed checks of APC vehicles prior to use.
- Employees must not drive or operate any vehicles to which they do not have the appropriate driving licence.
- Employees must not carry passengers who are not employed by APC or unauthorised loads.
- Employees must not use vehicles for non-APC purposes.
- Employees must not load vehicles beyond the stated capacity.
- Employees must not drive or operate vehicles whilst suffering from a medical condition that may affect their driving or operating ability.

#### External Contractors

All contractors used by APC must demonstrate their Health and Safety competence and where requested provide specific Risk Assessments and Method Statements of how they intend to carry out their work safely.

Contractors, Health and Safety performance will be monitored and if they have poor Health, Safety or Welfare performance they will be excluded from undertaking any further work for the Council.

This policy was adopted by Aldenham Parish Council at its meeting of 11<sup>th</sup> January 2021 and will replace any previous versions.