

CUMNOR PARISH COUNCIL

HEALTH AND SAFETY POLICY

Issue History

Date of Adoption	Reference in Minute Book	Comments
05/09/2016	280/16	Valid from 5 September 2016.

General Statement.

Cumnor Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, Councillors, contractors, voluntary helpers (including Cumnor Parish Councillors) and others who may be affected by the activities of the Council.

Council will meet its responsibilities under the Health and Safety at Work Etc Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

Aims of the Health and Safety Policy

To provide as far as is reasonably practicable:

- A safe place of work and a safe working environment.
- Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- Systems of work that are safe and without risks to health.
- Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities

Arrangements and Responsibilities for carrying out the Health and Safety Policy

As the Council's Safety Officer, the Clerk will:

- Keep informed of relevant health and safety legislation.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
- Make effective arrangements to implement the Health and Safety Policy.
- Ensure that matters of health and safety are regularly discussed at meetings of the Parish Council.
- Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments, summarised in the minutes.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements. All contractors will be required to abide by the terms of the contractors' service

level agreement and specified scope of work and will be given a copy of the Council's Health & Safety Policy.

- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified accidents. Check if the incident needs a RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Report). Information available on the Health and Safety website www.hse.gov.uk/riddor/reportable-incidents.htm.
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Executive.

All employees, contractors and voluntary helpers will:

- Cooperate fully with the aims and requirements of the Council's Service Agreement for Contractors and Health and Safety Policy. Comply with Codes of Practice or work instructions for health and safety.
- Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
- Not misuse any plant, equipment tools or materials.
- Report any accidents or hazardous incidents to the Clerk.

Specific Policies

1. Grounds maintenance Annex 1.
2. Working from home Annex 3.

Employment of Contractors

The notes to be given to contractors are attached at Annex 2.

Annex 1

Grounds Maintenance

This policy applies to all Council employees and contractors

1. Only authorised members of staff, who have received training and instruction in the operation of machinery and equipment may use or operate the equipment.
2. Machinery and equipment must have guards and safety devices that comply with current regulation and legislation. It is the contractor's responsibility to ensure that machinery and equipment is compliant and is operated safely.
3. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
4. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery..
5. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
6. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.

Notice to Contractors

For Cumnor Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

As a contractor you shall:

1. Be qualified and legally authorised to perform the work for which tendered.
2. Hold appropriate insurance for the work tendered covering:
 - i. Employers and Public liability cover of £10,000,000.
 - ii. Damage to property.
3. Own or have legal access to appropriate equipment for both mowing and grass/growth removal.
4. Have legal and authorised access to relevant waste disposal sites and dispose of all waste within legal constraints (should this be via a third party, the contractor retains responsibility for this requirement).
5. Supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions
6. Ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
7. Conform, in all respects, to your legal duties and responsibilities laid down by the Health and Safety at Work Act etc 1974 and relevant statutory provisions.
8. Indemnify the Council directly or by means of your insurers, in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.

Council will:

1. Retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
2. In the event of Council taking the above action, notify the contractor verbally and the Clerk will confirm the order to stop in writing.
3. Notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

Working from Home

Employees have a responsibility to take reasonable care of their own health and safety and the health and safety of others who may be affected by what they do. For the worker at home this is likely to include visitors to the 'office', e.g. family, friends, etc. It is the employees' responsibility to report all employment related hazards related to their own or others' health.

Employers are required to carry out a suitable and sufficient Risk Assessment of all work activity under the Management of Health and Safety at Work Regulations 1992. This includes those that work at home.

The Parish Clerk will be responsible to ensure that a Risk Assessment for employees working from home is completed annually.