



SHERBORNE ST. JOHN PARISH COUNCIL

HEALTH & SAFETY POLICY

The objective of this Policy is to minimise risks to health, safety and welfare of its employees, Parish Councillors, voluntary workers, public and others affected by its activities, and to minimise risks to the environment. All reasonable measures will be taken to ensure that a safe working and community environment is created.

Signed: Melanie Camilleri
(Proper Officer and Responsible Financial Officer)

Signed: Cllr Richard Morgan (Chair)

HEALTH & SAFETY POLICY

Sherborne St. John Parish Council (the Council) will take the necessary steps to fulfil its statutory duties under the Health and Safety at Work etc. Act 1974 and subsequent legislation made under that Act.

The Council therefore intends to meet those responsibilities as far as is reasonably practicable by incorporating good health & safety management within all its operations.

Particular attention is given to the provision and maintenance of:

- Safe plant, equipment and systems of work
- Safe arrangements for the use, handling, storage & transport of articles and substances
- Information, instruction, training and supervision to avoid hazards and encourage employees to contribute to their own health and safety
- Safe place of work, access to and egress from
- Healthy working environment
- Adequate workplace facilities
- Suitable and sufficient risk assessments identifying hazards in order to determine means and remove or mitigate risks to employees or others

Responsibilities of various parties

Chair

It is the duty of the Chair is to ensure operations, including those carried out by contractors on behalf of the Council are as far as is reasonably practicable, are undertaken in accordance with statutory requirements.

Day to day responsibility rests with the Chair or the Clerk or any other person so appointed by the Council.

Parish Clerk

It is the duty of the Parish Clerk to ensure that the Council complies with the requirements of the Health and Safety at Work Act 1974 and all Approved Codes of Practice relevant to councils' operations. The clerk will ensure:

- All employees and Councillors have the opportunity to participate in the development of good working practices, have all relevant documentation relating to Health and Safety available, receive training where relevant, and are provided with the necessary information to undertake their duties safely
- All necessary personal protective equipment is provided to employees, and that they are trained in its use, maintenance, and storage
- All staff and Councillors set a high standard of health and safety management and ensure all contractors comply with the necessary health and safety standards and request a copy of their public liability insurance cover.

Councillors

Councillors are jointly responsible for the implementation of this Health & Safety Policy, for monitoring the day-to-day administration of the Council's affairs, and ensuring that all insurance policies are in date. In doing so, they will ensure that:

- A copy of this Policy is circulated to all employees and voluntary workers on appointment. Opportunity will be given, if requested, to discuss this Policy on an individual basis to ensure that it is fully understood and implemented;
- The Council's activities are monitored to ensure that the objectives of the Health & Safety Policy are being complied with;
- Contracts of employment include compliance with statutory and company health, safety & environmental requirements;
- All staff have adequate competence and training for carrying out their specific jobs and for ensuring the health, safety and welfare of themselves and those around them;
- Employees and voluntary workers are aware of the hazards which may exist within the operation of their tasks, and that they fully understand and observe all aspects of the Parish Council's Health & Safety Policy;
- No employee or voluntary worker shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless he or she possesses such knowledge or experience, or is under supervision of a competent person having regard to the nature of the work;
- Safe methods of work are adopted at all times;
- All suppliers comply with Section 6 of the Health & Safety at Work Act in supplying articles and substances that are safe and without risk to health when properly used and to provide information to enable them to be properly used;
- Any accidents arising out of the Council's activities are recorded, reported and investigated.
- Regular inspections of equipment are carried out and necessary records

Employees and Voluntary Workers

- Employees and voluntary workers have a responsibility to conform to the Council's Health & Safety Policy
- Employees and voluntary workers have a statutory duty to take reasonable care of the safety and health of themselves and others who may be affected by their acts or omissions and to cooperate with the Council to enable it to fulfil statutory obligations. They should also ensure that they are physically fit and technically responsible for the work requested of them.
- Employees and voluntary workers have responsibility for properly using any safety devices involved in their work. They will not recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- All accidents and near miss incidents shall be reported to the Parish Clerk and recorded on a Council accident form as soon after the event as possible. Employees and voluntary workers will also cooperate with the management in investigating all accidents and near misses.
- Employees and voluntary workers must request assistance or advice about any area of work that they are not familiar with.

Contractors

Contractors and Sub-Contractors are to comply with the following rules. Acceptance of the contract will imply acceptance of these rules.

The Council's Health & Safety Policy will be made available to all contractors.

- They will be required to abide by the Safety Policy of the Council for all their operations whilst contracting to the Council. Any issues or conflict that may arise during the course of the contract must be highlighted immediately to the Parish Clerk.
- The methods of operation used by contractors must take account of the health and safety of their own and other employees and they must take all reasonable steps to reduce the likelihood of harm to both site workers and members of the public.
- All electrical tools and equipment must be regularly inspected and tested and removed from service if any faults are discovered (every 3 months for equipment used on installation or service work).
- All mains power tools must comply with the specific site health & safety rules pertaining to the use of electric power tools while on site. All practice electrical power tools must be maintained in good condition and comply with any relevant British Standard.
- Any hazardous material brought onto the site must be used and stored in accordance with Approved Codes of Practice, its Hazard Data Sheet, or other relevant guidance.
- Contractors will be responsible for First Aid facilities and welfare facilities for their own employees unless arrangements have been made with Parish Clerk and confirmed in writing.
- Contractors are expected to comply with any reasonable requests from the Parish Clerk on matters relating to health, safety and welfare.
- Contractors have responsibilities to ensure that their work areas are kept free of unnecessary waste and debris and that all access and gangways are kept clear.
- Personal Protective Equipment in accordance with guidance issued by HSE or other relevant bodies, or at the request of the Parish Clerk or a Council representative must be worn by contractors at all times whilst on site except in areas which have been officially designated as "no risk".
- Contractors who are carrying out operations which are either highly specialised or carry a higher-than-normal level of risk will be expected to submit a Method Statement accompanied by evidence of their competence and / or qualifications in that field.
- All electrical equipment must have a valid Portable Appliance Test
- The contractor must carry public liability insurance of £5,000,000.
- Contractors must provide written risk assessments and method statements where necessary, before commencing work for or on behalf of the Council.
- Contractors have suitable and sufficient Personal Protective Equipment for the work being undertaken.
- All accidents or incidents must be reported to the Parish Clerk.

Visitors

The Council owes a duty of care to visitors to the Council controlled areas of the village. Councillors will ensure so far as is reasonably practicable that safe access is available and that areas are maintained in a safe condition.