

# **BURWELL PARISH COUNCIL**

## **Health and Safety at Work Act 1974**

### **Statement of Health & Safety Policy**

1. Burwell Parish Council recognises and accepts its responsibility for providing a safe and healthy working environment for all its employees, and visitors to all premises under its control.
2. The Council intends to take all reasonable steps within its power to meet this responsibility, paying particular attention to the provision and maintenance of:
  - Plant, equipment and systems of work designed and maintained to operate and function safely
  - b) Arrangements for safe handling, storage and supervisory functions to enable all employees to work safely and contribute positively to their own safety and health at work.
  - c) Sufficient information, instructions, training and supervision to enable all employees to work safely and contribute positively to their own safety and health at work and to protect others that may be affected by their work.
  - d) A safe and healthy place of work with safe access and egress and safe systems of work formulated from a suitable and effective risk assessment process that shall reduce risk, so far as is reasonably practicable.
  - e) Protective clothing and equipment where necessary.
  - f) Arrangements for the periodic survey of and report on workplaces and methods of working and the implementation of any corrective action necessary as covered by inspections.
3. The health and safety policy is appraised and updated, as and when necessary, following changes in legislation or working practices. Communication of any such changes shall be made to all employees and where necessary visitors.

A copy of the Council's Health and Safety Policy shall be issued to all Council employees, Councillors and contractors.

### **Organisation of Responsibilities**

4. As line manager accountable to the Parish Council, the Clerk assumes the day to day responsibility of ensuring the safety policy is reviewed, maintained and adhered to.
5. Health and safety and incidents reported to the Clerk shall be kept under review by the Council.

6. Employees are reminded that they have a responsibility for their own safety and that of other workers and other persons who might be affected by their activities and to co-operate with the Council so as to enable it to carry out its own responsibilities successfully.

7. It is the responsibility of any persons or contractor who erects or installs any article for use at work in any premises where that article is to be used by persons at work, to ensure, so far as is reasonably practicable, that nothing about the way in which the article is erected or installed makes it unsafe or a risk to health.

8. Any matter which appears to contravene the above policy should be reported at once to the Clerk, who shall report as appropriate to the Council.

9. The Council shall:

- a) Keep informed of relevant Health & Safety legislation.
- b) Advise the Council on the resources and arrangements necessary to fulfill the Council's responsibilities under the Health and Safety at Work Policy.
- c) Make effective arrangements to implement the Health & Safety at Work Policy.
- d) Check that the Clerk maintains a central record of notified accidents and/or incidents and where necessary implements an effective investigation.
- e) With the Clerk take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- f) With the Clerk act as the contact and liaison point for the Health and Safety Inspectorate.
- Maintain a log of training undertaken by employees eg heavy lifting

10. **The Clerk** shall:

- Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council and with employees as appropriate.
- Ensure that suitable and effective risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures.
- c) Ensure that work activities by the Council do not unreasonably jeopardise the Health and Safety of members of the public.

11. **Employees** shall:

- All employees will be responsible for conducting themselves safely at all times and in compliance with the Council's Health and Safety Policy.
- Any injury sustained whilst at work shall be reported to the Clerk as soon as possible during office hours.
- Seek advice on safety and health matters from the Clerk
- b) Comply with the instructions and procedures for safe working issued from time to time

- c) Make proper use of protective clothing and safety equipment provided
- d) Report immediately to the Clerk any defects in plant, structures, equipment or safety procedures which come to their notice
- Report promptly to the Clerk any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or recurrence of incidents
- Any tools and equipment that an employee brings onto site shall be safe and in sound working order. All necessary guards and safety devices shall be in place and necessary certificates shall be available for checking

## **12.Contractors:**

- Any contractors employed by Burwell Parish Council shall be responsible for conducting themselves safely at all times and in complying with the Council's Health and Safety Policy.
- b) Any work carried out shall be fully in compliance with statutory legislation and Codes of Practice to ensure the Health and Safety of their own employees and others, on and off site.
- All tools and equipment that they bring onto site shall be safe and in sound working order. All necessary guards and safety devices shall be in place and necessary certificates shall be available for checking.
- Any injury sustained whilst on site shall be reported to a member of the Council's staff as soon as possible during office hours.
- All electrical equipment fitted with a three pin plug shall have undergone a valid Portable Appliance Test (PAT).
- Contractors shall provide written risk assessments and method statements, before commencing work for or on behalf of Burwell Parish Council.
- The Council will keep a log of contractors' insurance, which will be reviewed and updated annually.

## **13.Users:**

- Any persons who are not employed by Burwell Parish Council but use non domestic premises made available to them as a place of work or as a place where they may use plant or substances provided for their use by the Parish Council are responsible for ensuring, so far as is reasonably practicable, that the premises, plants or substances is or are safe and without risks to health. This applies to contractors, grounds men and clubs or businesses that use the facilities as a place of work or meeting.
- Any persons who have control of the premises are responsible for ensuring, so far as is reasonably practicable, that the premises, plants or substances is or are safe and without risks to health.

- Any persons who run clubs, meetings or events are responsible for their user's health and safety, adhering to their own and the council's Health & Safety policy.

#### **14. Risk Assessments (Lettings)**

- Risk Assessments are to be undertaken by the event organisers.
- A copy of the findings of the risk assessment shall be submitted to the Parish Council Clerk.
- Actions and risk control measures are to be approved by the Parish Clerk before the go ahead is given for the event.
- A copy of the risk assessment and supporting guidelines can be seen at the end of this document.

### **Burwell Parish Council Risk Assessment supporting guidelines**

- Hazard: something that can cause harm or danger.
- Risk: is the likelihood of that hazard actually causing harm or danger.
- Risk Assessment: is a process whereby an examination of what could cause harm is investigated. If a hazard is found the risk assessment must show how the risk is lowered and what control measures have been put in place.

#### **1. Look out for hazards**

- look for hazards which can cause significant harm or affect many people. Ask another member of staff to look as they may see something you miss.

#### **2. Decide who might be harmed and how.**

- Who is using the facility.
- Children, older people, expectant mothers.
- Visitors, contractors, volunteers.

#### **3. Evaluate the risks and decide whether suitable and effective control measures are put in place.**

- Are there any pre-existing control measures in place.
- Should the risk be eradicated all together.
- Is there a less risky option.
- Can the hazard be removed or access denied.
- Ensure first aid kits are on hand where applicable.

#### **4. Record your findings**

- show a proper check was made.
- Showing who might be affected.
- Hazards have been identified and control measures are in place.

- Precautions are feasible and kept to low risk.

## **5. Review your assessment and revise**

- if there shall be a significant change shall the risk assessment and measures need to be changed
- review the control measures annually to ensure they are still working effectively

Reviewed September 2014

Reviewed January 2019 with no changes recommended

Reviewed October 2020 with three further clauses added section 11