KELSALE-CUM-CARLTON PARISH COUNCIL

Chairman: Cllr Alan Revell
Parish Clerk: Marie Backhouse, 21 Ferry Road, Orford, Suffolk, IP12 2NR
Tel: 07595757380, E-Mail: clerkkelsalepc@gmail.com/www.kelsalecarlton.org.uk

Kelsale-cum-Carlton Parish Council
Health & Safety Policy

Statement of Intent

- Kelsale-cum-Carlton Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for employees, voluntary helpers, contractors and others who may be affected by the activities of the Council.
- The Council also recognises that as a public body, its responsibilities extend to the health and safety of members of the public who attend meetings, attend events or make use of its services e.g. the recreation ground.
- The Council will meet its responsibilities under the Health and Safety at Work Act 1974 and any other appropriate statutory provision (as listed in Appendix 1 below) and will provide, as far as is ***reasonably practicable***, the resources necessary to fulfil this commitment.
- The Council will seek as and when appropriate, expert technical advice to assist the Clerk in fulfilling the Parish Council's responsibilities for ensuring safe conditions for all.
- The aims of the Health & Safety Policy are to provide as far as is reasonably practicable:
    - A safe place of work and safe working environment.
    - Safe facilities for the use of residents and the wider public in Kelsale-cum-Carlton.
    - Arrangements for considering, reporting and reviewing Health & Safety matters, including regular risk assessments of all activities for which the Council is responsible.
    - Safe systems of work when appropriate.
    - Specialist technical advice when necessary.
    - Suitable and sufficient information, instruction and training for employees, Councillors, voluntary helpers and contractors to carry out their work safely.
    - Care and attention of the health, safety and welfare of employees, Councillors, voluntary helpers, contractors and members of the public who may be affected by the Council's activities.

Responsibilities and Arrangements

***As the responsible body, the Parish Council will*:**

- Be responsible for this policy.
- Ensure safe equipment and supplies are provided to the Clerk, volunteers and contractors.
- Be responsible for the review of the Health & Safety Policy on an annual basis or sooner if a significant change has occurred.

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

- Make effective arrangements to implement the Health & Safety Policy.
- Be responsible for inducting and providing appropriate health and safety advice and/or

training for new employees and Councillors.
- Be responsible for keeping health and safety training records.
- Keep informed of all relevant Health & Safety legislation.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities on the Health & Safety Policy.
- Ensure that any actions that have been identified and approved by the Parish Council to remove or mitigate against risk are carried out.
- Ensure that matters of health and safety are regularly discussed at Parish Council meetings.
- Ensure that regular risk assessments are carried out on working practices, events and facilities.
- Ensure that adequate consideration and review of any necessary corrective/protective action is given.
- Keep all risk assessments on file and also upload onto the Council website.
- Make effective arrangements to ensure that voluntary helpers and contractors comply with the Council's health and safety requirements.
- Ensure that regular inspections by someone with the relevant competencies are carried out on equipment e.g. playground equipment and all appropriate records kept on file and then loaded onto the Council website.
- Ensure that contractors abide by the terms of their service level agreement and specified scope of work.
- Ensure that all contractors receive a copy of the Council's Health and Safety Policy, copies of all appropriate risk assessments and any safe schemes of work.
- Ensure that work activities undertaken by the Council or contractors working on behalf of the Council do not unreasonably jeopardise the health and safety of members of the public.
- Ensure that the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with.
- Maintain a central record of notified accidents.
- Maintain an effective accident reporting procedure.
- Ensure that when an accident, near miss or hazardous incident occurs, immediate action is taken to prevent a recurrence of the event.
- Ensure that any accidents and near misses are investigated promptly and remedial actions recommended to the Parish Council where necessary. Where the activity which gave rise to the accident is under the control of a nominated Parish Councillor then that person shall assume the responsibilities of the Parish Clerk.
- Ensure the Council fulfils its obligation to audit its health and safety management systems annually to comply with the Management of Health and Safety at Work Regulations (1992). The results of the audit will be fed into an annual health and safety report to be presented to the Parish Council.

The Clerk, voluntary helpers and contractors will:

- Co-operate fully with the aims and requirements of the Council Health & Safety Policy.
- Comply with all relevant Codes of Practice or safe schemes of work.
- Comply with Section 6 of the Health & Safety at Work Act to ensure the supply of articles and substances are safe and without risk to health when used. Information on proper use must be supplied e.g. the manufacturers safety data sheet.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Take reasonable care for their own health and safety, use appropriate personal protective clothing when necessary and where appropriate ensure that first aid kits are available.
- Not misuse any plant, equipment, tools or materials.
- Report any accidents or near misses to the Clerk immediately after the event.

APPENDIX 1

Legislation.

The following legislation may affect Kelsale-cum-Carlton Parish Council employees, voluntary workers, contractors, visitors at events and the public in general.

The Health & Safety at Work Act 1974
The Management of Health and Safety at Work Regulations 1999
The Provision and Use of Work Equipment Regulations 1998
The Health & Safety (Display Screen Equipment) Regulations 1992
The Workplace (Health, Safety and Welfare) Regulations 1992
Personal Protective Equipment Regulations 2002
Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR)
Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Please note that this is not an exhaustive list and maybe amended from time to time.

This policy was adopted in August 2018

Signed ……...

Date ……

Date for Review: August 2019