



# **WILLAND PARISH COUNCIL**

## **Willand Parish Council Health and Safety Policy**

### **1-GENERAL STATEMENT OF POLICY**

- 1.1 It is the policy of Willand Parish Council to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, councillors, contractors, volunteers and members of the public who may be affected by the Council's activities. The Council will provide and maintain safe and healthy working conditions, equipment and systems of work, together with appropriate information, instruction, training and supervision necessary to achieve this objective.
- 1.2 The Council recognises and accepts its responsibilities under the Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation and will take all reasonably practicable steps to meet these responsibilities.
- 1.3 The allocation of duties for health and safety matters and the arrangements which the Council will make to implement this policy are set out below. All employees and councillors are expected to co-operate in the implementation of this policy and to take reasonable care of themselves and others who may be affected by their acts or omissions.
- 1.4 The Council will identify hazards, assess risks arising from its activities and implement appropriate control measures to reduce risks to an acceptable level.
- 1.5 This policy will be kept up to date, particularly as the Council's activities change in nature and size, or because of changes in legislation or working practices. To ensure this, the policy and the way in which it has operated will be reviewed annually and revised where necessary.

### **2-RESPONSIBILITIES**

- 2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of Willand Parish Council.
- 2.2 All employees and Councillors have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.3 Whenever an employee or Councillor notices a health or safety problem which they are not able to put right, they must inform the Clerk.
- 2.4 Contractors working on behalf of Willand Parish Council are required to comply with all relevant health & safety legislation, as well as holding Public Liability Insurance and, where appropriate Employers Liability Insurance, and undertake suitable and sufficient risk assessments that identify & control all risks from the work activity to prevent

themselves or the wider public from being put at risk. Copies of insurances and risk assessments to be provided to the Parish Council on request.

### **3-REPORTING AND RECORDING ACCIDENTS**

- 3.1 The Clerk keeps an electronic Accident Record Book.
- 3.2 Accidents shall be reported to the Clerk who will record them in the Accident Record Book.
- 3.3 Serious accidents and dangerous occurrences will be reported in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).
- 3.4 Accidents & incidents: records to be reviewed periodically for trend analysis. If the review identifies trends, then corrective actions are to be put in place to prevent recurrence.

### **4-TRAINING**

- 4.1 The Council has overall responsibility for training.
- 4.2 All newly appointed staff will be given a copy of the Council's Health and Safety Policy.
- 4.3 Training needs will be identified as part of risk assessment processes.
- 4.4 The Clerk will maintain records of training undertaken by staff and councillors.
- 4.5 Refresher training will be provided as required.

### **5-RISK ASSESSMENTS**

- 5.1 The risk assessment for the Council's premises and land is reviewed annually and whenever there is a change to the Council's activities.
- 5.2 Specific risk assessments will be carried out for Council activities.
- 5.3 Control measures will be implemented and communicated.
- 5.4 All office working employees of the Parish Council should undertake regular DSE (Display Screen Equipment) risk assessments.

### **6-PERSONAL SAFETY OF STAFF AND COUNCILLORS**

- 6.1 Employees and councillors should take reasonable care of themselves and follow the rules and procedures designed for safe working.
- 6.2 In the event that employees are in a lone working situation such as litter picking a mobile phone must be carried. If the employee does not have access to a personal phone, then the Council will supply one for use in an emergency while at work.
- 6.3 When lone working away from normal place of work, employees should carry a mobile phone at all times.
- 6.4 Councillors and employees should ensure that someone knows where they are going if on Council business and when expected back.

- 6.5 All meetings with members of the public by Councillors and staff should be by appointment only and held at the Village Hall, Willand or at an agreed location within the village, The Chair and Clerk should be made aware of appointments.
- 6.6 Lone meetings on site with contractors/, service providers and others should follow the same procedure to inform the Chair and Clerk.
- 6.7 All instances of abuse by a member of the public should be reported and support offered to the staff member or councillor if necessary.
- 6.8 The Chair of an evening meeting is responsible for ensuring staff are not left alone at the meeting venue.
- 6.9 The Chair of a meeting is responsible for ensuring that the meeting place is left securely and appropriately.

## **7-MONITORING AND REVIEW**

- 7.1 The effectiveness of this policy will be monitored.
- 7.2 The policy will be reviewed annually or following a significant change.