



TATENHILL AND RANGEMORE HEALTH AND SAFETY POLICY

Last Reviewed: 2017

Review and adopted: 5 October 2021

Introduction

This Health & Safety Policy sets out the Council's Policy towards Health and Safety and describes its arrangements and organisation.

The document starts with a General Statement of the Council's Policy towards health, safety and welfare and then goes on to describe the Organisation for Health and Safety Responsibilities. This is followed by various sections which detail the Arrangements designed to cope with hazards associated with particular jobs which it currently undertakes or may do in the future.

Tatenhill & Rangemore Parish Council operates from Parish Clerk's home but meetings are held at a number of venues within the Parish, principally Tatenhill Village Hall, & Rangemore Church. The Council currently only has one employee. Where required contractors are appointed.

Aims and Objectives

Tatenhill & Rangemore Parish Council recognises and accepts its responsibility as an employer for providing a safe and healthy working environment for employees, councillors, the public who come in to contact with the Council, volunteers which work with it and contractors whose services it uses.

The Council will take all reasonable steps to meet this responsibility, paying particular attention to the provision and maintenance of:-

- Any plant, equipment and systems of work that are safe;
- Safe arrangements for the use, handling & storage of articles and substances;
- Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;
- A safe place of work, safe access and egress;
- A healthy working environment and adequate welfare facilities;
- Regular assessment of risk.

The Council will provide competent technical advice on safety and health matters, where this is necessary to assist management. It will consult employees on health and

safety matters, either directly or via nominated representatives.

A copy of this Policy will be available to employees and Members. It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases.

Organisation Health and Safety Responsibilities

The Council

The Council requires its committees, the Parish Clerk, and any other employees to demonstrate a high concern necessary to secure the highest reasonable standard of health and safety at work.

The Council will:

- Require the Parish Clerk to provide it with key information on all likely hazards relating to accidents, health risks at work, any loss or damage to Council property and risk to the public;
- Delegate to The Personnel Committee authority to agree Action Plans to address issues identified through risk assessment.
- On the advice of the Parish Clerk, the Council will ensure the provision of adequate funds to ensure that staff and materials are available to meet the health, safety and welfare programme;
- The Council will, through its Personnel committee review the performance of the Council in the field of health, safety and welfare.

The Parish Clerk will:

- Ensure that the responsibilities for health, safety and welfare are properly assigned.
- Ensure that where appropriate, accidents or dangerous occurrences are reported to HSE.
- Liaise with and ensure any other employees carry out their responsibilities.
- Ensure legislation affecting work activities is complied with;
- Ensure that any transport used on Council business is adequately covered by insurance.
- Provide the Council with key health and safety information.
- Ensure the Safety Policy is kept updated and that risk assessments are undertaken.
- Ensure that statutory inspections and necessary training is undertaken
- Obtain advice on the Council's health, safety and welfare responsibilities as necessary.
- Establish the necessary procedures & records to monitor, report and control the Council's obligations.
- Maintain an Accident Record Book and first aid facility
- Maintain insurances on behalf of the Council.
- Advise the Council of the need for adequate staff, funds and materials to meet the health, safety and welfare responsibilities
- Ensure all items of plant and equipment comply with the standards required by the Provision and Use of Work Equipment Regulations, and are tested and examined as necessary to ensure their safe use. That adequate information and training is given for their safe use.
- Ensure that all new equipment etc. received from suppliers is supported with adequate safety data and instructions for safe use;
- Ensure safety and personal protective equipment is issued to and used by

employees where necessary.

- Ensure adequate supervision is available at all times, particularly where young or inexperienced workers are concerned;
- Ensure that all chemicals are obtained with appropriate health and safety data and are fully assessed for safe use before being introduced in situ.
- Ensure when carrying out activities at a customer's site, their health and safety requirements are complied with.

Employees

Section 7 Health and Safety at Work Etc. Act 1974: "It shall be the duty of every employee at work:

- To take reasonable care for health and safety of him/herself and of other persons who may be affected by his/her acts of omissions at work; and
- As regards any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with".

All employees are directly responsible to their immediate manager. The Council reminds its employees of their legal obligation and of their duty to co-operate in the operation of this policy by:

- Working safely and efficiently and within existing legislation;
- Ensuring the safety of themselves, other employees and members of the public;
- Not intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare;
- Adhering to Council and section procedures for securing a safe place of work;
- Using any protective equipment provided either under statutory requirements or in work situations where the need has been recognised;
- Reporting incidents that have led or may lead to injury or damage, using the agreed procedures and report forms;
- Assisting in the investigation of accidents with the object of introducing measures to prevent recurrence;
- Reporting all hazards and defects to their manager, with particular emphasis on defective plant and equipment.

Communication

The Council will ensure that it fulfils its statutory duties in communicating all relevant information to its employees regarding Health and Safety.