

Iwerne Minster Parish Council

Health, Safety and Welfare Policy

(Adopted 11th November 2018 & 13th August 2019)

Health Safety and Welfare Policy

Iwerne Minster Parish Council have agreed to adopt a Health, Safety and Welfare Policy to protect all its employees, visitors, contractors and any others that may be affected by the activities of the Council, which will encourage safe working practices. The Council accepts its responsibility as an employer to pursue a policy to ensure, where reasonably practicable, to meet the requirements of the Health and Safety at Work Act 1974.

The Council recognises that accident prevention is an essential element of good work practice and that its pursuit benefits the efficiency of the Council's operations, as well as the welfare of its employees. It is recognised that effective prevention of injury and damage requires commitment at every level.

The Councils objectives are as follows:

1. Provide and maintain workplaces which are without risk to the health and safety of any employee, contractor, visitor, or user of premises.
2. Provide a working environment of a standard which will ensure the health and safety of its employees and other persons who are likely to be affected by the Council's activities.
3. Assess the risks to the health and safety of employees and of anyone else who could be affected by its work activities, record the significant findings of such assessments and make them available to employees, contractors and users of premises. The compilation and implementation of practical codes of safety and health practice and conduct will be based on these risk assessments. The risk assessment will be kept on file for Council and Insurance records.
4. Provide, where appropriate, equipment, tools, safety equipment and protective clothing which are safe and without undue risk to health and informing them of their obligation in respect of its use and reporting of defective equipment or other hazardous conditions.
5. Make proper arrangements for the safe use, handling and storage of all articles and substances used by the Council.
6. To provide training of employees in matters of health and safety, to enable them to recognise and avoid hazards at work.
7. Inform employees, contractors, visitors and users of premises of the risks associated with its work activities by means of notices and instructions, and to clearly describe the work methods necessary to minimise the likelihood of injury or of adverse effects on health.
8. Provide first aid equipment, facilities and training, and to make such other emergency provisions as are necessary to ensure the Health and Safety of all employees, visitors and others allowed access to the council's premises if applicable.

9. Institute a procedure for the recording of all accidents and instances of ill health occurring as a result of the council's activities and ensure that such incidents are investigated.
10. Advise all employees, contractors and users of premises of their obligations in health and safety matters, and of the penalties for acting in such a way as to endanger the safety or health of themselves or others.
11. Ensure the proper direction and control of all persons other than employees allowed access to the Council's premises and ensure they are not put at risk by the council's work activities.
12. Control the use of contractors on the Council's premises and ensure that contractors work to safety rules at least of the same standard as those laid down through this policy.
13. Arrange for health and safety inspections of all premises and other areas at regular intervals, with reporting of findings and recommendations to the Members of the Council and Insurance company if necessary.
14. Maintain arrangements with employees for joint consultation and participation in matters relating to their health and safety.
15. Keep the health and safety policy statement under constant review and make improvements, additions and amendments that from time to time may be deemed necessary or desirable.

Role of the Clerk:

1. The Clerk is the Council's Health and Safety officer, who will be responsible for ensuring that all members read and acknowledge the Policy. If any incidents occur, the Clerk must be informed as soon as possible, and the Clerk must also inform the Parish Council's Insurance company with details of the incident.
2. The Clerk will monitor the health and safety performance of the Council and will ensure that the Council is kept up to date with any Health and Safety matters.
3. The Council, where necessary, give assistance to the Parish Clerk in carrying out inspections in the interests of effective Health and Safety management.
4. The Clerk will ensure that the Council is advised of any health and safety training required.
5. The Clerk will maintain a central record containing relevant Statutes, Approved Codes of Practice (ACOPs), guidance notes, certificates, risk assessment reports, terms of reference, accident reports and investigations.
6. The Clerk will ensure that all works carried out on Council premises and all plant, machinery and equipment where relevant complies with statutory requirements and approved or agreed standards.
7. The Clerk will inform all employees to take reasonable care of their own safety and that of any one else who may be affected by their work activities and are required to cooperate with Iwerne Minster Parish Council in the fulfilment of its duties regarding health, safety and welfare at Work. Each employee, therefore, will be responsible for: -

- a) Making themselves familiar with and conforming to relevant health and safety instructions at all times.
- b) Not interfering with or misusing anything provided in the interest of health, safety and welfare.
- c) Reporting to the Parish Clerk incidents that have led to, or may lead to, injury or damage.
- d) Assisting as required in the investigation of accidents or incidents.
- e) Wearing the appropriate protective equipment where required.