

## **WOULDHAM PARISH COUNCIL**

### **HEALTH & SAFETY POLICY**

#### **STATEMENT OF INTENT**

- To prevent accidents and cases of work related ill health and to provide adequate control of health and safety risk arising for work activities.
- To provide adequate training to ensure employees/councillors are competent to do their work.
- To engage and consult with employees/councillors on a day-to-day basis health and safety conditions and methods and provide advice and supervision on occupational health.
- To implement emergency procedures – evacuation in case of fire in the Village Hall or any other meeting place. Or other significant incident/s that could arising whilst councillors are undertaking their duties. These procedures are detailed in written Risk Assessments.
- To maintain safe and healthy working conditions.
- provide and maintain plant and equipment and ensure safe storage / use of substances as required by employees of the Council.
- To supply and maintain First Aid Box within the meeting premises ,and an Accident/Incident Book. These are located in the kitchen of the village Hall. Accidents and/or ill health resulting for activities at work and under the control of the Parish Council will be reported under RIDDOR (Report of Injuries, Disease and Dangerous Occurrences Regulations).

#### **DUTIES AND RESPONSIBILITIES**

##### **Parish Councillor Duties**

- Prior to the commencement of a Council Meeting a Register of those present must be recorded. This to be retained by the Clerk.
- The Chairperson must give instructions to those present the evacuation procedure in the event of a fire and the location of the Muster Point.
- To produce a Risk Assessment/s for (a) Site Visits by members of the Council and ensure that they have read and understand such document and Method Statement and Risk Assessment for employees of the Parish Council..

- To supply all PPE (Personal Protective Equipment) as required for site visits and employees duties (as detailed below) as set out in the Method Statement/s and Risk Assessment/s.
- It is the duty and responsibility of each member of the Parish Council to report and record any concerns over health and safety immediately to the Chairperson and the Clerk. Any such report must be brought to the attention of the full Council at the next meeting following the incident and/or accident. Accidents and/or ill health resulting for activities under the control of the Parish Council will be reported under RIDDOR (Report of Injuries, Disease and Dangerous Occurrences Regulations).
- The Council will display a Health & Safety Poster in the meeting room.

### **Employees of the Parish Council Duties**

- Will carry out their duties as instructed by the Parish Council in a safe manner and as set down in the written instructions given in the Method Statement and Risk assessment/s provided.
- **DISPLAY SCREEN EQUIPMENT** The Health & Safety Executive advise that prolonged use of a computer can give rise to back problems, RSI (Repetitive Strain Injury) or other musculoskeletal disorders. Work with a screen does not cause eye damage but may cause temporary eye strain or stress and therefore the Clerk is instructed to limit her time as appropriate using the computer to no more than 4 hours per working day.

### **Contractors**

- It is the duty and responsibility of Contractors employed by the Parish Council for their specific services to produce a Method Statement for the works to be undertaken and Risk Assessment/s including ensuring that they do not expose members of the public to any risks or dangers resulting from their activities. A copy of these Risk Assessments will be examined by a representative appointed by the Parish Council to ensure the health, safety and welfare of all who may come in contact with their activities. Prior to the commencement of any work those employed to carry out the work MUST read the Method Statement and Risk Assessment/s and sign that they have read and understand all documentation.
- All Contractors must supply and maintain a First Aid and welfare facilities including an Accident/Incident Book. Accidents and/or ill health resulting from a contractor's work must be reported under RIDDOR (Report of Injuries, Disease and Dangerous Occurrences Regulations).

- All Contractors must provide a current copy of the Public Liability Certificate.
- If the use of a skip/skips is required then a copy of the Waste Disposal Licence must also be supplied to the Clerk who will retain copies of all documents supplied.

### **Risk Assessment/s**

- A risk assessment is a careful examination the duties to be undertaken and any risks or hazards to those carrying out the work and others who may be affected by their operations, including members of the public. The 5 Steps of a Risk Assessment are: -
  - Identifying the hazard/s
  - Deciding who might be harmed or affected
  - Evaluate the risks and decide on the precautions to be implemented
  - Record these findings and precautions
  - Review the Risk Assessment/s and update as necessary

**SIGNED** \_\_\_\_\_

**DATE:** \_\_\_\_\_