

Health & Safety Policy

Treverbyn Parish Council believes that Health & Safety is an integral part of the efficient and cost-effective discharge of its duties and is aware of its responsibilities under the Health & Safety at Work Act 1974 and other relevant statutory provisions. The Parish Council therefore intends to meet those responsibilities as far as is reasonably practicable by incorporating good health and safety management within all its operations.

The objective of the Parish Council policy is to minimise risks to health, safety and welfare of its employees, voluntary workers, general public and others affected by its activities and to minimise risks to the environment. All reasonable measures will be taken to ensure that a safe working and community environment is created.

Roles and Responsibilities

Council

Members of the Parish Council have the responsibility for implanting this Policy and must ensure health and safety considerations are always given priority in planning and day-to-day supervision of work.

Employees

All employees, voluntary workers and contractors associated with any works carried out by the Parish Council have a responsible and legal duty to ensure their own safety and the safety of others under the Health & Safety at Work Act 1974.

Employees therefore must:

- comply with the Health & Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- dress sensibly and safely for the particular working environment or occupation.
- conduct themselves in an orderly manner in the workplace.
- use all safety equipment and/or protective clothing as directed.

- avoid all improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.
- maintain all equipment in good condition and report defects to the Clerk.
- report all accidents or near misses, whether injury is sustained or not to the Clerk.
- ensure that any accident or injury is recorded in an accident book.
- attend as requested any Health & Safety training courses as instructed by the Parish Council.
- observe all procedures for processes, materials and substances used.
- observe all fire evacuation procedure.
- co-operate with the Parish Council and the Clerk in fulfilling all legal obligations in relation to Health & Safety.
- notify the Clerk of any unsafe activity or situation.
- must not operate any item of equipment unless received the appropriate training and authorisation.
- comply with all hazard/warning signs and notices displayed on premises.
- not drive or operate any vehicles for which one does not have the appropriate driving licence or permit.
- notify the Clerk of any medical condition or medication which could affect the safety of themselves or others.

The above list is not exhaustive.

Reporting Procedure

Any accident is an unplanned event that causes injury to persons, damage to property or a combination of both.

A near miss incident is an unplanned event that does not cause injury or damage but could have done.

A work- related illness is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities being carried out by the Parish Council.

All accidents resulting in personal injury must be reported to the Clerk and recorded in the Council's accident book which is located in the Parish Office.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and the Social Security Act 1975 require the Parish Council to investigate certain work-related accidents and to report the incident to the nearest Health & Safety Executive. It is the responsibility of the Clerk or in their absence the Chairman of the Parish Council to report the following:

- Death of a person with the exception of suicides.
- Specified injuries to workers as defined in RIDDOR 2013
- Over 7 day incapacitation of a worker
- Over 3 day incapacitation of a worker
- Non- fatal accidents involving a non-worker.
- Occupational diseases.
- Dangerous occurrences
- All gas incidents.
- Asbestos – The Parish Council will comply with the regulations that control the treatment or movement and inform the Environmental Health Department.
- All reasonable steps to be taken to ensure dangerous substances are controlled to minimise the risks of fire and explosion.
- All reasonable steps will be taken to secure the health and safety of employees who work with display screen equipment at the Parish Office and assessment will be undertaken to ensure and remedy any risks found.
- All electrical appliances will be inspected and tested regularly by a competent (PAT testing) qualified person.
- All reasonable steps necessary will be taken to control noise and the risk of hearing damage.
- The Parish Council will do it's utmost to ensure that operations which involve manual handling are eliminated as far as is reasonably practicable.
- The Parish Council will take all reasonable steps to provide a safe working environment for anyone affected by working at height activities.

Fire

All reasonable steps will be taken to prevent a fire incident occurring. In the event of a fire the safety of life will override all other considerations, such as saving property and extinguishing the fire. Immediate evacuation of the building must take place and all occupants assemble at a pre-determined meeting point. Re-entry to the building is strictly prohibited until a fire officer or senior responsible person (normally the Clerk) declares it is safe to do so.

Risk Assessment

Treverbyn Parish Council will carry out risk assessments in accordance with the approved code of practice and published guidance detailed in the Management of Health & Safety at Work Regulations.

Welfare

The Parish Council is committed to providing suitable Health & Safety and welfare facilities in line with current legislation and regular inspections to ensure safety standards and best practices are maintained.

If there any queries regarding this policy, firstly refer to the Clerk. Alternatively to the local Health & Safety Executive.

Health & Safety Executive

North Quay House

Sutton Harbour

Plymouth

Devon PL4 0RA

Telephone 01752 226024