



**Gateforth Parish Council**

# **HEALTH & SAFETY POLICY**

## **DOCUMENT CONTROL**

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## DEFINITION OF HEALTH AND SAFETY

For the purpose of this document safety and health includes the following matters:

- A course of action that has as its aim the prevention of personal injuries to anyone who is within the control of Gateforth Parish Council (the Council).
- A course of action that has as its aim the prevention of damage to any equipment whatsoever within the organisation's control.
- A course of action that has as its aim the reduction of any possible prevention of sickness or illness of persons employed by the Council.
- A course of action that has as its aim the treatment of personnel who in spite of Council policy are injured or who fall ill whilst at work and/or on premises owned or rented by the Council.
- Any course of action not included in the above four sub-paragraphs that has as its aim the elimination of all hazards to health and safety in the control of the Council.
- The maintenance of any documentation that may be required for any purpose in connection with these matters.
- The training of staff whether they be in management or other positions, to ensure positively that all safety requirements, whether required by statute or by the Council, are properly carried out.

## ORGANISATION OF SAFETY FUNCTION

The Clerk will be responsible for the implementation of all safety functions at places of work. These functions are subject to review at any time. For the avoidance of doubt it is hereby stated that the Clerk will have authority over any other member of the staff on health and safety matters and any dispute over this question will be open to arbitration. The arbitration officer will either be a person accepted by each side to a dispute or in the absence of such agreement a representative from ACAS.

## GENERAL OBJECTIVE

The Council regards the promotion of health and safety measures as a mutual objective for the authority. It is Council policy to do all that is reasonably practical to prevent personal injury and damage to property and to protect the public in so far as they may be affected.

## SAFE CONDITIONS, TRAINING, SAFETY EQUIPMENT, MONITORING

The Council has a responsibility:

- to provide and maintain safe and healthy working conditions taking account of statutory requirements;
- to provide training and instruction to enable employees to perform safely and effectively;
- to make available all necessary safety devices and protective equipment and to supervise their correct use;
- to maintain a constant and continuing interest in health and safety matters;
- to set an example in safe behaviour.

## OBLIGATION OF EMPLOYEES

All employees have a duty under the law to co-operate in the safety objectives:

- by performing their work/training safely and efficiently;
- by using the protective equipment provided, and by means of meeting statutory obligations;
- by taking reasonable care of safety equipment provided;
- by preventing incidents that have led (or may lead) to injury or damage;
- by assisting in the investigation of accidents with the objective of introducing measures to prevent recurrence.

## ORGANISATION

- The Clerk has overall responsibility for health and safety arrangements.
- The Clerk has particular day to day responsibilities to ensure that health and safety arrangements are applied effectively. Steps should be taken to review accident prevention reports with staff and ensure action where necessary.
- All “reportable accidents” should be reported to the Clerk or appropriate deputy, the injured person should be interviewed to ascertain details of the occurrence and the accident reported in the accident book.

- Staff should apply the safety rules and procedures, make frequent inspections of their equipment and areas of responsibility and take prompt corrective action where necessary.
- The Clerk and line managers must not allow any unsafe practice to occur, even though this may mean a temporary stop to the activity. All defective equipment must be withdrawn from use until faults are rectified.
- The Clerk has the function of helping staff to meet their various responsibilities for safety.
- Details of any accident notified where there is absence for 3 days or more will be notified to the Health and Safety Executive or as otherwise required by law.

## ARRANGEMENTS

Good housekeeping is considered to be the foundation of the Council safety programme in which everyone must play an active part.

The Council will ensure that there are adequate arrangements for the proper storage of equipment and materials, the provision of adequate work areas, and clean washing, toilet, eating and first aid facilities.

## INSTRUCTION/TRAINING OF NEW STAFF

Instruction of new staff in safe working methods and maintenance of these methods will be a fundamental part of the induction programme. Suggestions to improve safety practices are welcomed and encouraged.

## BUDGETS FOR HEALTH AND SAFETY

A general budget for safety equipment will be included in the financial planning of the organisation. However, any urgent purchase or work necessary to ensure health and safety of staff will be dealt with as a priority by the Clerk.

## HEALTH AND SAFETY MATERIALS

Appropriate information will be issued to staff to disseminate up to date information about new and good quality safety practice. Every effort will be made to ensure the contents are thoroughly explained and understood.

## **WORKING ENVIRONMENT**

The Council will provide and maintain a working environment that is, so far as is reasonably practical, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

## **USE OF PREMISES**

Where use is made of premises which do not belong to YLCA a risk assessment will be undertaken. Staff must ensure that they adhere to the health and safety arrangements of the host organisation. It is important that everyone in a room must be able to reach an exit quickly and easily. No room must be allowed to become overcrowded. All shelving racks and cabinets must be strong enough for their intended use.

## **INFECTIOUS DISEASES**

The Chairman must be informed of serious infectious diseases. Carriers of infectious diseases are not permitted on premises used by the Council until the period of incubation is past. This should be confirmed by a doctor's note.

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

The Clerk will have overall responsibility for ensuring adherence to Council policy in respect of COSHH. Staff will be responsible for the checking of materials being used or brought onto any premises used by the Council. Staff should be aware of the need to take precautions when using hazardous substances in confined spaces, particularly toxic or flammable materials etc, or use of adhesives.

## **DISPLAY SCREEN EQUIPMENT**

The Council and its staff will abide by the guidance of the Health and Safety (Display Screen Equipment) Regulations 1992, outlined by the Health and Safety Executive. All display screen equipment used will be monitored to determine compliance with the regulations. All workstations will be assessed whenever their configuration is altered or any changes affected by the regulations are made. New equipment will be assessed as soon as possible after installation. All staff will be assessed to determine the extent to which the regulations apply whenever their work involving display screen equipment changes. Assessments will be carried out for all new staff as part of their induction procedure.

## WINTER DRIVING

Staff must consider the risks involved in all driving particularly in winter conditions. The following guidelines should be used as a basis;

- All outside visits in respect of an employee's work should be notified to the line manager or Chair of the Council – this is also a safety matter and therefore requires amendments if changes are made.
- Check that you have a working hand torch (for the roadside and meetings) and a first-aid kit.
- Check when the car was last serviced and consider a winter check if the service was some time ago.
- Tyres need to be checked and should not be allowed to deteriorate to the legal limit.
- Ensure that you have winter-grade wash for your screen and an adequate de-icer.
- Ensure that you have a valid insurance certificate and any breakdown cover with you in the car.
- Ensuring that you carry some spare clothing and a shovel, and perhaps consider a flask of coffee/soup or something to sustain you if you ever became stuck.