RANSKILL PARISH COUNCIL

Health & Safety Policy

Document Control

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HEALTH AND SAFETY POLICY STATEMENT

Ranskill Parish Council recognises its duty under the Health and Safety at Work Act 1974 and other current health and safety legislation to adequately control the health and safety risks arising from its activities and within the bounds of reasonable practicality it will:

- endeavour to ensure the health and safety of anyone who may be affected by its activities.
- consult with members of the council, its employees and any others who may be identified, such as contractors, on matters affecting their health and safety.
- provide a safe working environment.
- provide and maintain safe plant and equipment.
- ensure safe handling and use of substances.
- provide adequate training, information and instruction for employees.
- ensure employee and contractor competence.
- maintain an accident and incident reporting system and carry out risk assessments to minimise the risk of accidents.
- review and revise the policy and risk assessments annually or as required.
- appoint a competent health and safety person to progress the Council's commitment.

Signed on behalf of the Parish Council:

Chair **Date:**

2. RESPONSIBILITIES

Overall and final responsibility for health and safety is that of the whole Council.

2.1 Day to day responsibility for ensuring the policy is put into practice and monitored is delegated to the Clerk of the Parish Council.

2.2 To ensure health and safety standards are met the following areas are considered:

- The Clerk's Office
- Ranskill Village Park
- Ranskill and Torworth Joint Cemetery

Appropriate risk assessments will be carried out for these.

2.3 Employees will:

- cooperate with the Council on health and safety matters.
- not interfere with anything provided to safeguard their health and safety.
- take reasonable care of their own health and safety and take due regard of the health and safety of others who may be affected by their activities such as the general public and others as identified.
- report all health and safety concerns to the appropriate person.

The term employee includes members of the Parish Council and volunteers on Council-led tasks and projects.

3. SAFE HANDLING AND USE OF SUBSTANCES

A COSHH assessment will be carried out by the delegated person to identify any substances used by employees engaged on Council activities. Necessary control measures will be identified and implemented.

The assessment will identify any harm that may ensue within the guidelines as determined by HSE Publication EH40 and the control measures required to minimise risk.

No new substances to be acquired without consultation with the delegated person.

Findings are included as an appendix to the policy.

4. INFORMATION, INSTRUCTION and SUPERVISION

Members of the Council will be made aware of the policy at their first meeting and of their responsibilities.

New employees will undergo an induction that will include areas of responsibility, safe systems of work, contacts and findings of risk assessments that affect their areas of work. They may be asked to provide proof of claim to competence. Any changes will be communicated to them and training required to ensure competence will be provided.

5. CONTROL of CONTRACTORS

Contractors procured by the Council will need to be able to prove they have the capability to carry out the work as specified by completing the questionnaire as at appendix 1 which will be completed in conjunction with the specification.

6. PROJECTS and ACTIVITIES INVOLVING VOLUNTEERS

Any person or body setting up volunteer projects or similar under the auspices of the Parish Council will carry out a risk assessment and file the findings with the Parish Clerk.

7. ACCIDENTS, AID and WORK RELATED HEALTH

All accidents must be reported to the Parish Clerk. The delegated person will periodically review accidents and carry out investigations as deemed necessary.

The requirements of RIDDOR will be met.

8. MONITORING of POLICY IMPLEMENTATION

The delegated person will at least annually monitor Parish Council activities to ensure policy is being adhered to and report to the council.

9. EMERGENCY PROCEDURES

Parish Council meetings are held in St Barnabas Church and members of the Council will follow the emergency procedures identified by them. A member of the Parish Council must guide any members of the public present to safety

APPENDIX 1

Appendix 01 ……

Project or Task: ……

Project Manager: ……

Contractor:

1. What are the hazards associated with this work?
2. Have you done this kind of work before?
3. Can you supply references from previous customers?
4. Do you have a health and safety policy?
   If yes, please attach a copy.
5. Have you carried out risk assessments of the main hazards associated with your business and do you have method statements or safe systems of work?
   Please attach copies of any of the above.
6. Please provide information about safety checks and maintenance of the equipment you will use on the Council's Work.
7. Please state membership of professional or trade organisations relevant to your trade or calling.
8. How do you ensure your staff and sub-contractors are competent and aware of your health and safety arrangements?
   Please attach training records or copies of competence certificates.
9. Will you supervise this work or who will do it on your behalf?
10. How do you keep records as required by RIDDOR
    Please attach copies of accident/incident book entries for the past year.

GLOSSARY

RIDDOR	Reporting of industrial injuries and dangerous diseases regulations
PUWER	Provision and use of work equipment regulations
LOLER	Lifting operations and lifting equipment regulations
EH40	Health and Safety Executive Guidance to the recommended maximum levels of exposure to dangerous substances
COSHH	Control of substances hazardous to health