



Health & safety

Version number:	1	Author:	Margaret Gould, Clerk
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1. Purpose

Speen Parish Council (SPC) is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. SPC considers Health & Safety (H&S) a key element of operating by good practice principles which underpin all the work of the Council. Our commitment extends to ensuring that H&S risks are properly assessed and that appropriate measures are in place to meet them.

The purpose of this policy is to:

- Recognise the legal framework (Health and Safety at Work Act 1974) in which the Council operates.
- Outline the SPC's attitude & commitment to (H&S)
- Identify responsibilities and arrangements to reduce the multitude of H&S risks associated with Council operations.

2. Statement & purpose:

SPC recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.

The Council will meet its responsibilities under the Health and Safety at Work Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

The Council will seek as and when appropriate, expert technical advice on Health and Safety (H&S) to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

3. Scope:

- 3.1 The scope of this policy is the operations of SPC.
- 3.2 This policy is fully supported by all Members of the council. It confirms that SPC Members are aware of H&S issues and are committed to reducing H&S risks appropriately.
- 3.3 This policy confirms that SPC will continue to work to this policy for the forthcoming year until the next review date, unless amendments should be required in the meantime.
- 3.4 This policy should be read in conjunction with the SPC Risk Management Policy.

4. Aims

The Council aims to provide as far as is reasonably practicable,

- A safe place of work and a safe working environment



- Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- Systems of work that are safe and without risks to health.
- Specialist technical advice and assistance on matters of Health and Safety when necessary.
- Sufficient information, instruction and training for employees and voluntary helpers to carry out their work safely.
- Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

5. Arrangements and Responsibilities

5.1 The full Council:

- 5.1.1 Responsibility for H&S within the scope of Council operations ultimately resides individually and equally with all Council members.
- 5.1.2 H&S will be an agenda item to be considered at every full council meeting, even in the event that no immediate action may be required. This is an opportunity for notification of concerns.

5.2 The Financial and General Purposes Working Party (F&GP WP):

- 5.2.1 The F&GP WP is the vehicle for the management and over-seeing of H&S within council operations and as such, members have a more in-depth understanding of H&S concerns within the Council.
- 5.2.2 The F&GP WP will:
 - ensure that H&S matters are given due consideration by the full Council as required to reduce risk.
 - review annually the H&S policy and risk assessments and recommend adoption at a full Council meeting.
 - ensure that insurance cover will be reviewed annually to ensure it is adequate. This is done by the Clerk and the Financial & General Purposes Working Party (F&GP WP) in the first instance and presented to Full Council if deemed necessary.

5.3 The Clerk:

- 5.3.1 The Clerk is an employee and, unless has specialist expertise or training, is not appropriately qualified to be fully responsible for H&S matters, which must reside with the Members. He/she needs to be aware of own limits of training, knowledge and skills and the risks associated with incorrect / ill-advised actions.
- 5.3.2 The Clerk can be expected to implement aspects of H&S on behalf of the Members for which appropriate training has been provided e.g. risk assessments.
- 5.3.3 The Clerk retains the discretion to raise matters of H&S with the Full Council if deemed critical.
- 5.3.4 The Clerk will:
 - liaise with and report to the F&GP WP on matters of H&S, as required.
 - highlight any immediate H&S concerns to the F&GP WP.



- advise the Council on the need to recruit specialist knowledge and advice, either paid or voluntary, as required.
- make arrangements to implement the H&S Policy at all opportunities.
- ensure that matters of H&S are an Agenda item at each meeting and thus are regularly considered by the Parish Council.
- ensure that at least annually, but more often if required, risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures.
- maintain a file of risk assessments available to the Chair both electronically and paper based.
- ensure that contractors or voluntary helpers working for the Council are provided with copies of the H&S policy.
- ensure that contractors are suitably insured for public liability.
- ensure contractors for regular work (e.g. annual contracts for maintenance) have a detailed Service Level Agreement to outline their responsibilities for H&S of their staff and public.
- maintain a central record of notified accidents and report these to the appropriate Agencies as required.
- take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure when an accident or hazardous incident occurs,.
- report any accidents to the F&GP WP at the earliest opportunity, and highlight at the next Full Council Meeting.
- act as the contact and liaison point for the Health and Safety Executive.

5.4 All contractors:

5.4.1 Contractors will be expected to:

- be fully insured both as employers and for public liability. This will be checked by the Clerk prior to appointment.
- comply fully with the aims and requirements of the Council's Service Level Agreement for Contractors, the scope / specification of work and council policies, such as the H&S Policy, Lone Working policy etc.
- comply with all recognised national and/or international Codes of Practice, H&S guidelines or work instructions for their particular trade and/or skill.
- take reasonable care and responsibility for managing their own H&S and that of other people, including the public, who may be affected by their activities.
- use appropriate equipment, personal protective clothing and other necessary equipment, and ensure that these are used and maintained correctly.
- ensure that waste potentially hazardous to human health and the environment is disposed of according to the Council's SLA, any local or national guidelines and legal practice.



- Provide documentary evidence of training, H&S related policies and appropriate waste disposal certifications.
- check with the contractor line manager, appropriate authorities and/or Clerk if unsure of the correct course of action then await further instruction.
- ensure that appropriate first aid materials are always available according to the risk involved.
- not intentionally interfere with or remove safety guards, safety devices or other equipment provided for H&S.
- not misuse any plant, equipment tools or materials.
- not knowingly undertake any task which is beyond their level of skill, knowledge or training. Report such tasks to the line manager and/or Clerk as appropriate.
- report any accidents or hazardous incidents to the Clerk.
- comply fully and honestly with any investigations by any parties, including the HSE, following an accident.
- report immediately as a matter of urgency any hazardous waste which carries exceptional risk, such as asbestos, to the Clerk and line manager and await further instructions for disposal.
- ensure that records of H&S. such as training certificates, waste disposal records and certificates, equipment maintenances *etc* are available to the Council and outside agencies on request.

5 Useful contacts

- Health and Safety Executive
- National Association of Local Councils (NALC)
- Berkshire Association of Local Councils (BALC)

5: Authorisation of Policy on behalf of Full Council:

The undersigned approves this policy on behalf of Speen Parish Council.

Signature:

Name (print):

Position:

Date: ____/____/____