



## **ILLOGAN PARISH COUNCIL**

### **HEALTH AND SAFETY POLICY**

#### **Health and Safety Policy Statement**

1. Illogan Parish Council (referred to as the Council in the health and safety policy) will conduct its operations in a manner which will ensure the health, safety, and welfare of all those affected by its undertaking and which will ensure adequate protection to its Councillors, staff, visitors, neighbours, contractors and the general public. It is also committed to a responsible attitude to the protection of the environment.
2. The Council has overall responsibility for health and safety and may call in competent persons from time to time to monitor specific areas of activity at the Parish Council premises. The Council is also responsible for ensuring that the arrangements resulting from this policy are carried out and that they are updated when necessary.
3. The Council will ensure that the policy is implemented.
4. The Council will comply with its statutory duties to those affected by its undertaking, as far as is reasonably practicable, by:
  - providing safe access and egress to its building and grounds. If the weather conditions are very poor the Clerk or Assistant to the Clerk in their absence will consult with the Chairman or Vice Chairman of the Council or another appropriate member and consider whether to close the Office until the weather has improved.
  - providing appropriate safe systems of work, equipment, and safe healthy working conditions
  - providing such information and training as may be necessary
  - providing a safe and healthy environment with adequate welfare facilities
  - ensuring safety (including health risks) in connection with the use, handling, storage and transport of articles and substances

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- giving a high level of commitment to Health and Safety and compliance with all statutory regulations

As the Council's Safety Officer, the Clerk will:

- Keep informed of relevant Health and Safety policy legislation.
- Advise the Parish Council on the resources and arrangements necessary to fulfil the Parish Council's responsibilities under the current Health and Safety at Work Act
- Make effective arrangements to implement the current Health and Safety at Work Act
- Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council.
- Ensure that regular risk assessments of working practices are carried out, with subsequent consideration and review of any necessary corrective/protective measures. Requesting contractors to supply a written method statement prior to starting major works. Maintain a file of risk assessments, summarised in the Minutes.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Parish Council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Parish Council's Health and Safety Policy.
- Ensure that all work activities by the Parish Council do not unreasonably jeopardise the health and safety of Councillors of the public.
- Maintain a central record of notified accidents.
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Inspectorate.

All employees, Councillors, contractors, and voluntary helpers will:

- Cooperate fully with the aims and requirements of the Health and Safety Policy and comply with Codes of Practice or work instructions for Health and Safety.
- Take reasonable care for their own Health and Safety, to use appropriate Personal Protective Equipment (PPE) and, where appropriate, ensure that appropriate First Aid materials are available.
- Take reasonable care for the Health and Safety of other people who may be affected by their activities.
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
- Not misuse any plant, equipment, tools, or materials so as to cause risks to Health and Safety.



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- Report accidents, incidents, hazardous incidents and near misses to the Clerk and Governance Review Committee.
5. The Council will comply with all subordinate legislation, notably the Management of Health and Safety at Work Regulations 1999, by:
    - making regular assessments of the risks to the health and safety of employees, contractors, Councillors, and those persons affected by its undertaking.
    - appointing competent persons to secure compliance with statutory duties (such as fire and electricity)
    - taking appropriate preventative and/or protective measures as indicated from the risk assessments
    - maintain a scheme of delegation to ensure appropriate and timely response to all matters raised
  6. The Council will regularly review its arrangements for Councillors, staff, visitors, neighbours, contractors, and the general public ensuring that it complies with any existing or new Regulations that are relevant to health and safety issues at the Council premises and any other facility for which it has responsibility.
  7. Illogan Parish Council encourages employees and Councillors to complete first aid training.
  8. All accidents will be entered in an Accident Book. The parish Clerk will be responsible for reporting any accident to the Health and Safety Executive as required by the RIDDOR Regulations.
  9. All fire and electrical equipment will be checked on a regular basis by a competent person
  10. After an assessment of health and safety risk was undertaken at the Council premises, the following areas have been identified as requiring particular arrangements and/or procedures:
    - slips, trips and falls inside the premises.
    - fire precautions and procedures
    - testing of portable electrical appliances
    - compliance of all contractors

Signed: .....	Signed: .....
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Position: .....	Position: .....
Date: .....	Date: .....

## The Policy Arrangements

Overall and final responsibility for health and safety is that of Illogan Parish Council.

Day to Day responsibility for ensuring this policy is put into practice is the responsibility of The Clerk.

Statement of general policy	Responsibility of	Action/Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	The Council	<p>Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)</p> <p>Ensure risk assessments are up to date.</p> <p>Prepare measures to address issues identified.</p> <p>Delegation to the Clerk to make safe.</p>
To provide adequate training to ensure	The Council	Staff, Councillors given necessary health



employees are competent to do their work		and safety induction and provided with appropriate training and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main office.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and if necessary advise a referral to occupational health	The Council	Staff routinely consulted on health and safety matters as they arise.  Employee consultation policy in place and regularly reviewed.
To implement emergency procedures – evacuation in case of fire or other significant incident	The Council	Escape routes well signed and kept clear at all times.  Inspection regime and regular testing in place.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	The Council	Toilets, washing facilities and drinking water provided.  System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.  Staff trained in safe handling/use of substances.

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		A suitable and sufficient budget is allocated each fiscal year.
Health and Safety law poster is displayed:	In the front office	
First-Aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	In the kitchen	
Signed: (Employer)		
Date:		
Subject to Review, monitoring and revision by:	The Council	
Every:	12 months or sooner if work activity changes.	

Review Date	Reviewed By	Amendments	Minute Number
24.01.24	Governance Review Committee	Page 1 – bullet point 4 – 1 <sup>st</sup> bullet point – 2 <sup>nd</sup> sentence – amend to read 'If the weather conditions are very poor the Clerk or Assistant to the Clerk in their absence will consult with the Chairman or Vice Chairman of the Council or another appropriate member and ...'	GR24/01/10.2

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## **Background to the Health and Safety Policy**

Illogan Parish Council has a legal responsibility to ensure the safety of its employees and others. The Health and Safety at Work Act 1974 imposes duties on employers, the self-employed and employees to protect health and safety.

### **The General Duty of Employers**

The duty is set out in clear language in section 2 of the Health and Safety at Work 1974 which states:

1. It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees.
2. Without prejudice to the generality of an employer's duty under the preceding subsection, the matters to which that duty extends include in particular:
  - The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
  - Arrangements for ensuring, so far as is reasonable practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
  - The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees;
  - So far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;





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- The provision and maintenance of a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

Section 2(3) of the Act is in the following terms:

“Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of employees and the organisations and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all employees.”

### **Duties to Non-Employees (including contractors)**

Sections 3(1) and 3(3) of the Act states as follows:

“It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, **that persons not in his employment** who may be affected thereby are not thereby exposed to risks to their health or safety.”

“In such cases as may be prescribed, it shall be the duty of every employer and every self-employed person, in the prescribed circumstances and in the prescribed manner, to give to persons (not being employees) who may be affected by the way in which he conducts his undertaking the prescribed information about such aspects of the way in which he conducts his undertaking as might affect their health and safety.”

A “self-employed person” is defined as an individual who works for gain or reward or otherwise than under a contract of employment, whether or not he employs himself. Illogan Parish Council has contracts for the provision of services and should ensure that they (i) do not expose contractors to risks to their health and safety and (ii) such contractors do not expose non-employees (e.g. visitors/public) to risks to their health and safety. Illogan Parish Council should ensure that all their independent contractors are competent to undertake the work and request that they have public liability insurance cover.



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### **Duty of Employees**

Section 7 of the Act states that it shall be the duty of every employee while at work:

- i. To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work;
- ii. Take responsibility for health and safety at work, report or recommend issues or improvements as they arise; and
- iii. As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.