

# EDPC Health & Safety Policy

With regard to the Health & Safety at Work Act 1974, this is the Health and Safety Policy Statement of East Donyland Parish Council.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

Subject to review, monitoring and revision every 12 months or sooner if work activity changes

## **Responsibilities:**

- Overall and final responsibility for health and safety is that of the Chair of the Finance & Personnel Committee.
- Day to day responsibility for ensuring this policy is put into practice is delegated to the Clerk.

## **Health & safety requirements for individuals:**

- All councillors, employees and contractors of EDPC are responsible for taking reasonable action to ensure the health and safety of themselves and others when working for EDPC, and for identifying and reporting any potential hazards which require further action.
- To attend any training courses necessary to address workplace health & safety issues
- Not to interfere with anything provided to safeguard their health and safety
- To report to the Clerk any health and safety concerns that need further action

## **Activity risk assessments:**

- Health and safety risk assessments of all regular workplace activities shall be carried out by the Clerk and reviewed every 12 months, or sooner if the activity changes
- Any identified actions required to remove or control risks will be approved by the Council and implemented by the Clerk.
- All contractors and event organisers are responsible for carrying out risk assessments of their activities, ensuring adequate controls are in place, and submitting a copy of the risk assessment to the council for approval.

- A risk assessment must be carried out for any new activities or events proposed by the council, and adequate control measures put in place.

#### **Equipment:**

- All individuals are responsible for ensuring that they are adequately trained and competent to use any equipment necessary to carry out work activities.
- Any faulty equipment should not be used and should be reported to the Clerk immediately.
- The Clerk will be responsible for ensuring equipment is properly maintained, repaired and replaced as needed.

#### **Safe handling and use of hazardous substances:**

The Clerk will be responsible for:

- Identifying any substances which require a COSHH assessment
- Undertaking COSHH assessments
- Ensuring that all actions identified in the assessments are implemented
- Ensuring that all relevant individuals are informed about the COSHH assessments
- Checking that new substances can be used safely before they are purchased

#### **Information and training:**

- The Health & Safety Policy and Risk Assessments to be stored on Google Drive to ensure all councillors and staff have access to them (hard copy available on request).
- The Clerk is responsible for ensuring that new employees and councillors receive appropriate training relating to health and safety in the workplace and keeping training records.

#### **Accidents, First Aid and Work-Related Ill Health**

- A first aid box is kept in the Parish Council Office. The Clerk is responsible for ensuring the contents are kept up to date.
- All accidents and near misses to staff, councillors and members of the public must be recorded using the Accident Form (stored on the Google Drive) and reported to the Health & Safety Executive under RIDDOR if appropriate. The Clerk is responsible for ensuring that this is done.
- If an accident or near miss occurs and the accident form identifies a hazard that may require removal or further control measures, it must be reported to the council or appropriate committee of the council for consideration and resolution. If immediate action is required, the Clerk should implement necessary changes and report this to the council as soon as possible.
- If a member of staff is absent from work due to ill health, a return to work interview must be carried out (either by the Clerk or the Chair of the Finance & Personnel Committee) to ensure that the member of staff is fit for work and to implement any necessary adjustments or actions.
- Any instances of occupational ill health or injury must be reported to the Finance & Personnel Committee to identify any appropriate actions to be implemented.