



Bradwell Parish Council Health & Safety Policy

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1.0 Statement of intent

Bradwell Parish Council regard the promotion of Health and Safety measures as a mutual objective for Management and Employees at all levels.

It is therefore the Management's Policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards, including the public, as far as they come into contact with the Company, its operations and buildings. In particular, this Management has a responsibility: -

- To provide and maintain safe and healthy working conditions taking account of any statutory requirements;
- To provide training and instruction to enable employees to perform their work safely and efficiently;
- To make available all necessary safety devices and protective equipment and supervise their use;
- To maintain a constant and continuing interest in health and safety matters applicable to the Company's activities, in particular, by consulting and involving employees or their representatives wherever possible.

All employees have a duty to co-operate in the operation of this policy: -

- By working safely and efficiently;
- By using the protective equipment provided and by meeting statutory obligations;
- By reporting incidents that have or may lead to injury to people or damage to property, plant or equipment;
- By adhering to the Company Procedures, for securing a safe workplace;
- By assisting in the investigation of accidents with the objective of introducing new measures to prevent recurrence.

The policy will be implemented in the following manner:

- When planning and tendering, provision will be made for health, safety and welfare of employees and others.

- In all of the Company's activities the Health & Safety Policy will be implemented by; -
- Providing and maintaining equipment and systems of work which are carefully designed and monitored.
- Ensuring that optimum safety standards are complied with when using, handling, storing and transporting articles and other substances.
- Ensuring that a high standard of instruction, training and supervision is given to employees and all necessary information regarding health and safety at work is provided.
- Ensuring the workplace is maintained in a high standard of cleanness, hygiene and housekeeping and there are safe and proper means of access to and egress from places of work.
- Ensuring that adequate personal protective equipment, is provided for all employees and is used by them.
- Ensuring that there are specific arrangements entered into when sub-contracting work so that the policy is adhered to by sub-contractors.
- Ensuring that adequate facilities and arrangements are to be provided for welfare at work.
- Ensuring that all employees comply with the relevant laws and Regulations and co-operate with these responsible for enforcing them. A system will be maintained for the prompt reporting of accidents and their investigation together with implementing any preventative measures or statistical appraisals if appropriate.
- Ensuring that the responsibilities of employees in connection with health and safety are specified clearly in writing.

2. Health & Safety Responsibilities

Job Title	Responsibilities
<p>Clerk</p> <p>Assistants to the Clerk</p>	<ul style="list-style-type: none"> • To have overall legal accountability for Health and safety within Bradwell Parish Council. • Provide appropriate leadership in the organisation and ensuring resources are available to implement the commitments made in this policy. • Ensure statutory obligations are met by the Council by reinforcing and supporting Management to carry out their requirements in relation to Health and Safety.
<p>Health & Safety Consultant.</p> <p>Consulo Health & Safety.</p>	<ul style="list-style-type: none"> • Provision of information to the Councillors and Senior Management and all other roles not listed. • Engagement to drive positive safety culture • Monitor compliance and provide solutions for management escalation • Review of documentation to ensure continued compliance.

All job titles.

- Support the Company Directors by promoting Health and Safety within the workplace to achieve legal compliance.
- Support the Councillors to achieve statutory duties during all aspects of any project.
- Highlight training needs of staff within their remit to ensure continued compliance.
- Prepare as needed documentation to be reviewed by the Proper Officer.
- To be responsible for their own Health and Safety and that of others in the workplace.
- Work in accordance with instruction and training received.
- Must comply with the Bradwell Parish Council Health and Safety Policy.
- Must not interfere with any equipment provided for their safety.
- Report any accidents and hazardous situations to their manager.
- Maintain good standards of housekeeping in their department/ site area to ensure safe access and egress.

It is the Policy of this Company that all reasonably practicable actions will be taken to ensure the maintenance of a safe and healthy working environment, the health and safety of all persons, and to prevent damage to Company property, by promoting awareness of moral, legal and financial responsibilities.

It is the duty of all employees to conform to Council Policy and safe systems of work, and to accept and carry out their responsibilities. Failure to do this will result in disciplinary action being taken against the employee.

This awareness will be achieved through induction training and other training as the Council requires. In this connection, employees are reminded of their own duty under section 7 of the Health and Safety at Work etc Act 1974, to take responsibility for their own health and safety and that of other workers, and to co-operate with the Council so as to enable it to carry out its own responsibilities successfully.

Employees who authorise work to be carried out must ensure that sufficient information, instruction, training, supervision and welfare facilities (customer facilities/ Public) are provided to enable others to avoid hazards and contribute to their own safety and health at work. They must also carry out safety inspections of the working environment under their control in order to maintain standards.

All employees should contribute towards making the work area, and access to and from it, as safe as possible as stipulated within Section 2 of the Health and Safety at Work etc Act 1974. All working practices shall be periodically appraised to ensure that the safest procedures are adopted. This will be achieved by undertaking primary

risk/hazard reduction through risk assessments that are supported by safe system of works and procedures, Policy documentation such as this policy.

All subcontractors employed by the Council will be required to comply with and adhere to the this Policy.

Risk Assessments

Regulation 3 of the Management of Health and Safety at Work Regulations 1999 requires formal risk assessment to be carried out to determine the risks associated with working operations. These assessments will need to identify risks to both employees and persons, who may be affected, for example contractors, visitors or members of the public etc.

To comply with the above Bradwell Parish Council will:

- Document all substantial risks for each activity ensuring that any new activity is captured.
- Carry out periodic review of risk assessments and subsequent safe systems of work. If an accident occurs or a process is changed the risk assessment will be reviewed.
- Inform all employees of potential hazards within their work environment and job specific tasks.
- Train out safe system of work and ensure each employee fully understands what is required of them. Regular supervision and open-door policy for questions.

1.1 Communication and Cooperation

Under Regulation 10 of the Management of Health and Safety at Work Regulations 1999, employers are required to provide their employees with comprehensible and relevant information on the risks to their health and safety and any preventative and protective measures required.

To comply with the above Bradwell Parish Council will:

- Communicate via safety alerts and posters. Information given by Supervisors and posters etc. as back up.

Encourage employees to communicate with Management where they have identified a potential issue and encourage problem solving and where a solution has been found document in the safe working procedure and other related documents where needed.

1.2 Disability

Under section 39 of The Equality Act 2010, employers are prohibited from discriminating against any employee that has a mental or physical disability.

To comply with the above Bradwell Parish Council will:

- Where and when needed adapting the working environment, where possible, to meet the diverse needs of people with disabilities.

1.3 Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 requires employers to carry out an analysis of any workstation where a person uses display screen equipment for periods during the day more than 1 hour continuously. This applies to home working as well as office.

To comply Bradwell Parish Council will do the following:

- All employees who use DSE should complete a self-assessment form. Where issues can be fixed easily, they should be with guidance and approval from Management.
- More in depth assessments completed where needed and solutions sort.
- Where needed further information can be sort from INDG36(rev4) on the HSE website or through the Health and Safety Consultant.

1.4 Ergonomics

The Management of Health and Safety at Work Regulations 2006 places a responsibility on employers to ensure that employees are provided with a safe working environment and that any equipment provided to them is fit for purpose.

Ergonomics is the study of interaction between Man and object such as handheld tools, machines, scaffolding, including the physical effect of the work on the human body.

To comply Bradwell Parish Council will do the following:

- Assessing work practises and reviewing accident and near miss trends to determine the risk of ergonomic injury and the likelihood of an injury is kept to a minimum.
- Considering the lay out of work area and surrounding areas to ensure ease of use.
- Using approved suppliers and ensuring consultation and thorough thought before purchase and use.

1.5 Fire Safety

The Council will comply with all current legal requirements as defined in the Regulatory Reform (Fire Safety) Order 2005 and promote and encourage promotion of fire prevention practises.

To comply Bradwell Parish Council will do the following:

- A Fire Risk Assessment (FRA) to be carried out by a competent external contractor every 1 year dependant on changes with layout or new machinery.
- Fire Marshalls appointed and trained in fire safety, extinguisher use and evacuation procedures.
- Full fire drill evacuations carried out at least yearly, once during day light hours and once within the hours of restricted light/darkness.
- All emergency lighting, alarms and firefighting equipment to be maintained and serviced in line with legislative requirements. Annual 3-hour discharge of emergency light batteries to be carried out.
- All visitors and contractors to be made aware of emergency evacuation arrangements including the sound of the alarm.
- Employees shall ensure that fire emergency exits are kept clear and supervision to ensure compliance.
- Fire Logbook to be kept in the Fire Log folder for each location and updated when emergency lights are tested, call points are tested and when the alarm system is serviced.

1.6 First Aid

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

First Aid attention before the arrival of medical assistance may save a life or lessen the consequence of injury and illness. First Aiders can also treat minor injuries not requiring the attendance of a doctor or nurse.

Should an Employee, Visitor or Contractor be injured at work immediate first aid treatment should be summoned to prevent more serious injury. The names of first aiders are listed in on the Office information board and within each Plan of Work (POW) with contact numbers.

To comply Bradwell Parish Council will do the following:

- Training in line with provider's recommendations, 1-day initial training, 1-day refresher yearly.
- First Aid assessment to ensure there are enough first aiders available.
- All accidents must be recorded in the accident book promptly.

1.7 Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations 2002 (as amended) requires employers to control substances that are hazardous to health.

To comply Bradwell Parish Council will do the following:

- All COSHH items must have an accompanying MSDS (material safety data sheet) and where necessary a COSHH assessment. All assessments and MSDS to be reviewed annually.
- COSHH assessments and all necessary PPE to be trained out to employees before use.

1.8 Investigating & Reporting Accidents

The Management of Health and Safety at Work Regulations 1999, Regulation 5, requires employers to plan, organise, control, monitor and review their health and safety arrangements. Health and Safety investigations form an essential part of this process. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) place a duty upon an employer to report certain incidents and accidents to the relevant enforcing authorities within prescribed time limits.

To comply Bradwell Parish Council will do the following:

- The company will seek to prevent accidents occurring and review working practises when an accident has occurred to prevent it recurring.
- All employees must follow the accident reporting procedure and all accidents must be reported.
- Promotion of near miss reporting to high light problem areas allowing intervention before an accident occurs.
- Health and Safety awareness and safety alerts to be issued to promote doing the right thing.

1.9 Lone Working

Under the Health and Safety at Work etc. Act 1974 employers are made generally responsible for the health and safety of all their employees and others who might be affected by their work activities. This responsibility includes employees who work alone. However, employees have their duty under the Act to take reasonable care of their own health and safety and that of anyone else that might be affected by the work activity.

To comply Bradwell Parish Council will:

- Carry out risk assessments for activities where lone working may be required such as driving the company vehicle and delivering it back to site after hours.
- Maintenance type work activities eg. Grass cutting/ hedge cutting.

1.10 Audit

To ensure continued compliance against our own standards and that of law Bradwell Parish Council will conduct yearly audits from Health & Safety, Quality point of view. Spot checks against legal compliance and mandatory signage will also be conducted throughout the year or as needed.

1.11 Manual Handling

More than a third of all-over three-day injuries reported each year to HSE are caused by manual handling.

The Manual Handling Operations Regulations 1992, as amended in 2002 apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The regulations require employers to avoid the need for manual handling, so far as is reasonably practicable and assess the risk of injury from any manual handling that cannot be avoided.

To comply Bradwell Parish Council will:

- Identify all activities that have manual handling as a medium to high risk within the risk assessment.
- Minimise the need for manual handling by providing where reasonably practicable, mechanical aids.
- Minimise the weight/size of any items that cannot be moved by mechanical aids.

1.12 Personal Protective Equipment (PPE)

The Personal Protective Equipment at Work Regulations 1992 describe PPE to be issued as the last possible measure for control. If it is to be selected as a control it should be properly assessed before use to ensure it is fit for form and function, maintained and stored correctly, provided with correct guidance and instruction how to be used safely.

To comply Bradwell Parish Council will:

- A full PPE assessment to ensure that the items selected are within scope and over or under spec.
- Full guidance and reiteration of how to use, store and maintain PPE will be given.
- Employees reminded of their duties to look after and not damage or recklessly interfere with items provided in the interests of Health and Safety.

1.13 Health, Safety and Welfare (Working Environment)

The Workplace (Health, Safety and Welfare) Regulations 1992 relate to the working environment and good housekeeping standards. The regulations also require that workplace floors and all access routes must, as far as reasonably practicable, be kept free from obstructions, articles and all other items or substances that are likely to cause slips, trips or falls.

The above-mentioned regulations expand on the general duty under the Health & Safety at Work etc Act 1974 and also cover welfare facilities including temperature, ventilation, lighting and workspace. The regulations also define standards for

accommodation for clothing, facilities for changing, rest and eating areas, and washing and sanitary facilities.

To comply Bradwell Parish Council will ensure that:

- Slips, trips and falls will be minimised by maintaining floor surfaces, kept free of obstructions.
- Stores/ Site areas are classed as hazardous working zones therefore safety footwear must be worn at all times.
- All work areas on site, whether they be general work area must be kept in good order with the avoidance of trailing leads, hoses and other work equipment including waste.
- Promotion of near miss reporting and empower staff to move items that could cause slips, trips or falls.

1.14 Electricity, Plant & Equipment Safety

The Electricity at Work Regulations 1989 Regulation 3, Regulation 4 of The Provision and Use of Work Equipment Regulations (PUWER) 1998 and Regulation 3 the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 cover responsibilities of employers relating to provision, inspection and testing of plant and/ or equipment to ensure that it is fit for purpose and safe to use.

To comply Bradwell Parish Council will:

- Ensure that a full fixed wire test will be carried out every 5 years.
- Ensure PAT testing is carried out annually and any failed items are removed from service and either replaced or repaired.
- Ensure that all equipment provided will be suitable for intended use and location it is to be used in and will be maintained in line with relevant legislation.
- Ensure that employees are sufficiently trained and competent in their use.

1.15 Visitors & Contractors

Under Section 3 of the Health and Safety at Work Act 1974 employers have a duty to ensure the health, safety and welfare of people not in their employment, but who may be affected by the activities of their undertaking. The Act places a general duty of care upon those who have control of non-domestic premises to which visitors are admitted. "Visitors" include clients, other members of the public, representatives, contractors and any unauthorised persons (trespassers).

To comply Bradwell Parish Council will:

- Ensure that all visitors, contractors and new members of staff are taken through the relevant induction in the Office and other premises.

1.16 Work At Height

The Work at height Regulations 2005 defines working at height as a place where a person could be injured falling from it, even if it is at or below ground level.

Employers and those in control of work at height activity must make sure work is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height.

To comply Bradwell Parish Council will:

- Try to avoid working at height whenever possible. Where it is not possible, all risks from working at height must be assessed prior to the work commencing.
- Ensure that the risk assessment and safe system of work relating to the activity is fully understood.
- Ensure that access ladders have had a pre use check completed, displaying the current ladder check sticker and has not been logged as DO NOT USE.
- Ensure that the ladders are stored correctly and secured.

1.17 Asbestos

Under the Control of Asbestos Regulations 2012, employers have an obligation to manage asbestos in non-domestic premises.

To comply Bradwell Parish Council will:

- Carry out annual asbestos management surveys to ensure that the asbestos is not becoming more damaged
- During site inspections visual checks from floor level to be completed (do not touch or access areas)
- Maintain asbestos register and key locations.
- Relevant employees to receive Asbestos Awareness Training and information provided to employees where needed.

1.18 Workplace Transport

The Health and Safety at Work etc. Act 1974 states that employers must ensure, so far as is reasonably practicable, the health and safety of all employees while at work. There are also specific guidelines around planning transport within a workplace. This includes management of site signage, traffic routes and any site-specific instruction relating to the movement of vehicles and pedestrians within a work area.

To comply Bradwell Parish Council will:

- Ensure that operational beacons and lights are working and repaired when defective on all work vans and all other company vehicles.

1.19 The Use of Vehicles for Council Business

Employers have a duty under health and safety law for on-the-road-work activities. The Health and Safety at Work Act states that employers must ensure, so far as

reasonably practicable, the health and safety of all employees while at work. You must also ensure that other are not put at risk by your work-related driving activities.

To comply Bradwell Parish Council will:

- Ensure any Parish Council vehicles are properly maintained, for example by making sure the vehicle remains serviced at least annually.
- Lone working risk assessment implemented and reviewed annually and where any changes are made briefed out to affected staff.

1.20 Homeworking

The Management of Health and Safety at Work Regulations 1999 requires that employers are required to protect the health, safety and welfare of homeworkers.

To comply Bradwell Parish Council will:

- Ensure a DSE self-assessment is completed and where needed reasonable adjustments are made.
- Ensure that regular contact is made where it is known that the employee is working alone
- Complete a lone working risk assessment that ensures a communication line is determined.

1.21 Training

Section 2 of the Health and Safety at Work etc. Act 1974 places a duty on employers to provide suitable and sufficient information, instruction, supervision and training to enable their workforce to carry out their duties effectively and safely.

To comply Bradwell Parish Council will:

- Ensure that all training is documented, and supervision is provided until competence can be determined through questioning and monitoring of work
- Refresher training when needed especially after a near miss or accident has occurred
- The Council will ensure regular training is monitored and where refresher training is required it will be provided.
- All employees will receive the training necessary to complete their work.

Where necessary the Council will provide for codes of good practice which will reflect the environment impact of the contact. This policy will be communicated to all employees.

The Council has ultimate responsibility for this policy and will direct this policy to all concerned to ensure full compliance.

