



BOX PARISH COUNCIL

Health and Safety Policy

Drawn up by: **Box Parish Council**

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Signed by:

Section 1

Policy Statement

Box Parish Council recognises that it has statutory obligations and a duty of care under the Health and Safety at Work Act 1974 to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees and contractors. The term employees encompasses all staff and parish councillors.

Its aim is:

- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace
- Provide clear instructions and information, and adequate training, to ensure employees are competent to their work
- Engage and consult with employees on day-to-day health and safety conditions
- Implement emergency procedures – evacuation in case of fire or other significant incident
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage/use of substances

Box Parish Council also accepts the responsibility of the Health and Safety of other people who may be affected by its activities and actively seeks support from all employees, whatever their status in the promotion of strategies and procedures to achieve the objectives of this Policy.

The arrangements for the implementation of this Policy are set out in Sections 2 and 3. The Policy will be kept up to date as required and to ensure this, the Policy and the way it is operated, will be reviewed every three years, or sooner if required.

A copy of this Policy is issued to all employees and Councillors.

Section 2

Day to Day Health and Safety Responsibilities

Box Parish Council

- Must maintain an effective programme to ensure that all workplace hazards are systematically identified and appropriate measures introduced to control these hazards. Risk Assessments to be undertaken for all work tasks and reviewed as a minimum on an annual basis or sooner if required.
- Ensure all employees have the opportunity to participate in the development of good working practices, have all relevant documentation relating to Health and Safety available, receive training where relevant and are provided with the necessary information to undertake their duties safely.
- Provide all personal protective equipment to employees
- Encourage all staff to set a high standard of health and safety management.
- Will only use qualified and competent contractors to carry out their work who will comply with the necessary health and safety standards.

Employees

Must take responsibility for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

- Co-operate with Box Parish Council to achieve a healthy and safe workplace, and to report any health and safety problems that arise.
- Carry out their duties in a way that does not adversely affect their own health and safety and that of others
- Not to misuse any equipment provided
- Employees must take responsibility to use personal protective equipment wherever instructed and not to misuse any equipment provided. To report any fault with personal protective equipment.
- Undertake any training and or instructions in health and safety related subjects to ensure that they are competent to carry out their health and safety responsibilities.
- Notify the Parish Council of any change in circumstances which may affect the ability to carry out duties safely.

Section 3

Arrangements for Health and Safety Systems And Procedures

General Safety and Conduct of Employees

- Employees are reminded of their legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end the Health and Safety Policy is a document that must be read, understood and implemented by all employees. A declaration by the employee must be signed when the policy has been read and understood. This understanding will be assessed at ad hoc intervals and annually at the Appraisal meetings. Employees will be actively involved in carrying out risk assessments.

Accidents

All accidents or near misses must be reported to the Clerk. Accidents will be recorded in the Accident Book. Should the accident be reportable to the Health & Safety Executive this will be done by the Clerk.

Electrical Safety

- All portable appliances to be checked annually by a currently qualified and competent electrical contractor.
- An electrical check in accordance with the Electricity at Work Regulations 1989 to be done annually.

Vehicle Safety

- No person to drive or operate machinery on Box Parish Council business unless authorised to do so and holding the appropriate licence.
- Vehicles are only to be used for the purposes intended.

Manual Handling

- Box Parish Council follows the Health and Safety Executive guidelines for lifting and no employee must lift over 25kg without assistance. All staff that may be involved in physical handling will be trained in the correct procedures to adopt. This will be reviewed annually at Appraisal meetings.

Display Screen Equipment

- All employees who use display screen equipment to be informed of the various health conditions associated with its use. All employees to receive training in the correct use of computers, the positioning of desk, chair, monitor etc to enable them to avoid the various ill health problems. All employees to be aware that their employer will provide an eye test should it be required and provide reimbursement towards glasses as the law provides.

Hazardous Substances

- All employees of Box Parish Council will adhere to the Control of Substances Hazardous to Health (CoSHH) Any hazardous substances used to be kept locked in a suitable metal cupboard. Personal protective clothing to be worn during their use and stored next to the metal cupboard at all times. Substances to be risk assessed and safety data sheets to be kept with the chemicals.