

ANTROBUS PARISH COUNCIL

Health and Safety Responsibilities

**DAH/2007
(Rev: 29.01.08)**

HEALTH & SAFETY POLICY

1. Introduction

The Parish Council's policy is to keep health and safety simple.

The Parish Council ("PC") is required by law to have a written health and safety policy.

It is the policy of the PC to provide and maintain a safe and healthy working environment, safe equipment and systems of work for all Councillors and employees and to provide such information as may be necessary to enable them to undertake their contracted or other duties. The PC also has a duty to make reasonable efforts to provide a safe and healthy environment for authorised volunteers and visitors.

It must be recognised that the PC does not itself own or lease any premises, with PC work meetings and functions taking place in various third party premises within the Parish such as the Village Hall (for which a hiring fee is often paid) or in private homes, and that the other work of the PC is generally carried out in areas of the Parish open to the public at large such as highway verges and footpaths. The PC does not have direct control of these premises etc and can only take such measures as are reasonable in all the circumstances to ensure that they provide a safe and healthy environment for the relevant PC activity.

This policy will be reviewed annually.

In this policy document:

(a) the term "authorised volunteers" means those persons volunteering to carry out or assist with work or projects organised or supervised by the PC without payment and who the PC has authorised/approved to carry out or assist with such work or projects; and

(b) the term "visitor" means persons attending public meetings of the PC or attending functions organised by the PC; and

(c) the term "relevant premises" means any land or premises on or in which any authorised PC activity is carried out but excluding any private home.

2. Responsibility

The persons with overall responsibility for health and safety within the firm are the Councillors.

The persons responsible for ensuring that the health and safety policy is implemented are the Councillors, but all queries, concerns or accidents should initially be reported to the Clerk to the PC .

3. The duty of the Parish Council

The PC will take all reasonable steps to reduce and eliminate if at all possible accidents on or within any relevant premises and will:

- **make every effort to provide safe equipment and furnishings**
- **make every effort to provide a safe working environment so far as is reasonably possible**
- **provide suitable information, instruction and training for Councillors employees contractors and authorised volunteers undertaking tasks that may involve a risk of personal injury**
- **investigate any incidents which result in injury to such persons and visitors**

Signed on behalf of Antrobus Parish Council.....

Dated.....

Information

Health & Safety Information for Employees 1989 and the (Modifications and Repeals) Regulations 1995

With reference to the above regulations, the Parish Council wishes to give the following information to all Councillors and staff.

1) Employment Medical Advisory Service

**Health & Safety Executive
North West Division
Grove House
Skerton Road
Manchester
M16 0RB**

Tel: 0161 952 8200

Fax: 0161 952 8222

2) Enforcing Authority

**Vale Royal Borough Council
The Drummer
Winsford,
Cheshire
CW71AH
Tel: 01606 862862
Fax: 01606 862100**

HEALTH & SAFETY RESPONSIBILITIES

PC responsibility

- Ensure that adequate resources are provided to allow proper provision for health and safety.
- An appropriate Health and Safety Policy document.
- Make reasonable efforts to ensure that any relevant premises selected by the PC for its use are safe
- Risk assessments in respect of any PC function or project are carried out, and in relation to any regularly held function or project are periodically reviewed.
- All identified hazards should be recorded and all risks evaluated with recommendations.
- Safe systems of work are provided for Councillors, employees, (contractors where appropriate) and authorised visitors and maintained without risk to health.
- Arrangements for use, handling, storage, and transport of articles and substances for use in connection with PC activities and work are safe and without risk to health.
- All information relating to health and safety is brought to the attention of all Councillors, employees,(contractors where appropriate) and authorised volunteers.
- All Councillors,employees and authorised volunteers are provided with such information, instruction, training and supervision as it is reasonable for the PC to do so to secure their health and safety and the safety of others who may be affected by their actions.

- The working environment of all Councillors, employees, authorised volunteers (and contractors where appropriate) is safe and without risks to health
- Adequate provision is made with regard to the facilities and arrangements for their welfare at work.

Employee and Councillor Responsibility

- To take reasonable care for the health of themselves and of other persons who may be affected by their acts or omissions at work.
- To co-operate with the PC in fulfilling statutory duties.
- Not to interfere with or misuse anything provided in the interests of health and safety.

General Responsibility

- The Health and Safety Policy will be reviewed at least annually, amended and updated as and when necessary. Communication of any such changes will be made to all Councillors and employees.
- There are procedures for consultation and communication between the PC and employees on all matters relating to health, safety and welfare.

Risk Assessment and Supervision

- The PC will undertake a risk assessment in respect of any PC function or project (or review any risk assessment already undertaken in respect of such function or project) before the relevant function or project takes place.
- A Councillor or the Clerk to the PC will be appointed to supervise the relevant function or the carrying out of the relevant project for the purpose of providing a clear line of management and supervision (BUT NOT as a means of devolving full responsibility for health and safety matters on that person.) The appointed supervisor will use his/her reasonable endeavours to inform Councillors, employees and authorised volunteers of any specific health and safety issues arising in connection with the function or project and to supervise the carrying out of the same in a safe and sensible manner.

- The PC shall so far as practicable ensure that any relevant premises are reasonably safe and provide a suitable location for the relevant PC activity. The PC will take reasonable measures to ensure that any equipment, plant or machinery provided for use at such relevant premises is safe.

Contractors

- The PC may from time to time appoint independent contractors to undertake works on behalf of the PC and the PC will take reasonable steps to ensure that such contractors are suitably qualified and experienced to carry out the required work, and operate safe systems of work for the benefit of their employees and other persons likely to be affected by the works.
- In the event that the PC intends to commission the carrying out of any major works by a contractor (such as the erection or substantial repair or refurbishment of any building or equipment intended for use by the public) the PC shall seek appropriate advice from the local authority or some other suitable organisation or agency in respect of the procurement of a suitable contractor to undertake such works having regard to any health and safety issues arising.

Accidents and First Aid

- When an accident or injury occurs during the course of a PC meeting, function or other PC related work or project, we may have a legal duty to record the incident. The owner/manager of any relevant premises may also have a legal duty to do so and the PC, and any individual Councillor or PC employee affected, should co-operate with such a request.
- In the event of an accident occurring to a Councillor, PC employee, visitor, authorised volunteer or contractor whilst working or attending at any relevant premises, it must be recorded in the PC's Accident Book which is held by the Clerk to the PC.
- In the event of an emergency please ring 999 for help. The PC will make reasonable efforts to provide for the attendance of a suitably qualified first – aider to attend any function organised by the PC at which such assistance might reasonably be required (eg events involving sporting activities.)
- All accidents should be logged in the Accident Book maintained by the Clerk to the PC with the relevant details. The injured person (and any first aider) are required to sign the entry wherever practicable. The Accident Book will be inspected by the Chairman of the PC at regular intervals (not less than quarterly) and a report on any accidents recorded shall be presented to the PC not less than annually, with any

recommendations in respect of health and safety as shall be appropriate in the circumstances.