

Ruspidge and Soudley Parish Council

HEALTH AND SAFETY POLICY

(in accordance with the Health & Safety at Work Act)

(Reviewed and Approved by Council, April 2024)

Part 1. INTRODUCTION

This document has been compiled to provide information and guidance on Ruspidge and Soudley Parish Council's Health & Safety Policy.

In addition, there are Codes of Practice for certain working areas within the Council's control.

Part 2. STATEMENT OF SAFETY POLICY

2.1 It is the policy of the Council to provide and maintain safe and healthy working conditions, plant equipment and systems of work for all employees and to provide such information, training and supervision as they need for this purpose. The Council accepts its responsibility for the health and safety of other people who may be affected by its activities, including members of the public and contractors.

2.2 The allocation of duties for safety matters and the arrangements the Council make to implement the policy are set out below.

2.3 The policy will be kept up to date and reviewed on a regular basis.

Part 3. THE ORGANISATION AND RESPONSIBILITIES

3.1 *Overall Responsibility* – The Clerk has overall responsibility for ensuring:
a) the provision and implementation of the Health & Safety Policy.
b) its annual review.

3.2 *Delegated Responsibilities within the Council*

The Chair of the Council, to whom the second line health and safety supervision has been delegated, will be responsible to the Council for the day to day supervision within the defined area of responsibility in the absence of the Clerk and for;

- a) establishing, in consultation with the Clerk safe systems of work and procedures for carrying out the Council's safety policy incorporating any regulations approved codes of practice and other relevant legislation.
- b) to ensure that safe working procedures and safe systems of work are implemented and that a safe working environment is provided for them.
- c) ensuring that all contractors provide similar for their own staff.

3.3 In addition the Clerk will be responsible for:

- a) Maintaining safe working practices in order to achieve maximum safety.
- b) Ensure adequate supervision and training where required, particularly where young and inexperienced workers are concerned.
- c) Ensuring that all safety rules are observed, and that protective clothing and equipment is worn and used where necessary.
- d) Ensuring that all machinery and equipment is properly maintained and safe to use and that guards are in position as and when required.

- 3.4 All employees have the responsibility to co-operate with the Clerk and Line Manager (if appointed) to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 3.5 All employees are required to:
- a) Make themselves familiar with and conform to the Health & Safety Policy.
 - b) Observe safety rules at all times.
 - c) Where required, wear protective clothing and use appropriate safety devices provided.
 - d) Report to the Clerk all accidents, injuries to persons plus damage to vehicles, plant and equipment.
 - e) Know the location of first aid facilities.
 - f) Report all safety hazards as a matter of urgency to the Clerk or supervisor.
 - g) Know what to do in the case of fire or other emergencies plus the location of the firefighting equipment.
 - h) Maintain good housekeeping at all times.
 - i) Observe safe standards of behaviour and dress code.
- 3.6 It is the policy of the Council that all employees shall receive training in all safety aspects of their occupation and courses shall be held for this purpose.
- 3.7 It shall be the duty of all staff to carry out a visual safety inspection of plant and equipment prior to using such machinery.
- 3.8 It shall be the responsibility of the Clerk to investigate all accidents and to submit a full report to the Council, who in turn, will issue instructions to ensure that these do not continue and where appropriate, make recommendations on accident prevention.
- 3.9 It shall be the responsibility of the Clerk to monitor the maintenance of all plant and equipment and to submit an annual report for consideration by the Council on obsolete machinery, where appropriate.

Part 4 GENERAL ARRANGEMENTS

4. *First Aid*

- 4.1 The *First Aid Box* is in the office; the Clerk is responsible for carrying out periodical checks to ensure that the contents are adequately maintained.

5. *Accidents, Injuries and Dangerous Occurrences*

It shall be the responsibility of the Clerk to record all incidents in the Accident Book and to report serious injuries, diseases and other dangerous occurrences to the Health & Safety Executive and or FODDC Environmental Health Department. Where the Clerk is the subject of the incident and unable to report it, the Chair of the Council shall be responsible for reporting the incident.

- 5.1 RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, as amended) - is the law that requires employers, and other people who are in control of work premises to report and keep records of:
- work-related deaths;
 - serious injuries;
 - cases of diagnosed industrial disease; and
 - certain 'dangerous occurrences' (near miss incidents)

- 5.2 Injuries leading to a worker being incapacitated for **more than seven consecutive days** as a result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days) must be reported to the Clerk or Chair who is required to keep a record of the incident and to report all such absences to the Health & Safety Executive (HSE) within **fifteen days** of the accident.

How to report - Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database with a copy sent for the Council's records.

Fatal and major injuries ONLY - Can be reported by calling the Incident Contact Centre on 0345 300 9923 (Mon-Fri 8.30am to 5.00pm).

The official guide to reporting is retained as an Appendix to the office copy of the Health & Safety Policy.

6. *Fire Drill*
Fire drill will be carried out periodically to test the adequacy of the precautions and evacuation procedures. (Managed by Cinderford Town Council, the office landlords).
7. *Advice and Consultancy*
The local Inspectors Office and telephone number:
Forest of Dean District Council, High Street, COLEFORD, Glos. GL16 8HG.
Telephone: 01594 810000 Email: council@fdean.gov.uk
Minicom for Hard of Hearing: 01594 812500.
8. *Training*
It shall be the duty of the Clerk to issue all newly appointed staff with a personal copy of the Council's Health & Safety Policy and any supplements which are applicable to his/her duties and responsibilities.
9. *Contractors and Visitors*
- 9.1 Where contractors and sub-contractors are engaged they must maintain effective control of themselves and those working under them to ensure that they comply with the responsibilities under the Health & Safety at Work Act plus hold their own public liability insurance cover.
- 9.2 The Council shall ensure to the best of its ability (excluding acts of God) that those not in employment of the Council, including the general public, are not exposed to risk when on the Council's premises or property.

Signed:  (Chairman)

Dated: 9/4/24

May 2024.

