

BARTON UNDER NEEDWOOD PARISH COUNCIL



HEALTH AND SAFETY POLICY

Prepared by: Cllr Chris Allcock

Reviewed by: Policy Working Group

Approved for recommendation to full Council by: Human Resources Committee

Reviewed and adopted by: Full Council

Meeting dated5 December 2024... Minute number ...24/105.5...

Signed by Chairman of the Council [signature redacted]

Next Review Due by December 2025

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1. GENERAL STATEMENT

- 1) Barton under Needwood Parish Council (BPC) recognises its responsibilities for providing a safe and healthy environment for all its Councillors, employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
- 2) The Council will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974.
- 3) If appropriate, the Council will seek expert technical advice on Health and Safety matters.

2. AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

The aims are to provide as far as is reasonably practicable:

- 1) A safe place of work and working environment.
- 2) Sufficient information, instruction and training for employees, contractors and voluntary helpers to competently carry out their work safely.
- 3) Care and attention to health, safety and welfare of Councillors, employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

3. ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT THE HEALTH AND SAFETY POLICY AT WORK

Overall responsibility for Health, Safety and Welfare belongs to the Parish Councillors sitting in full Council. Daily responsibility for managing this policy is delegated to the Parish Clerk who will be responsible for:

- 1) Keeping up to date on relevant Health and Safety Policy legislation and inform the Council accordingly.
- 2) Arrange for Employer's Liability and Public Liability insurance cover (see Appendix 1, Section 1).
- 3) Make effective arrangements to ensure that Councillors, contractors or voluntary helpers working for the council comply with all reasonable Health and Safety at Work requirements; proportionate Risk Assessments and Method Statements to be provided (see Appendix 1, Section 2).
- 4) All contractors will be given a copy of the Council's Health and Safety at Work Policy and checked against the requirements of Appendix 1, Section 3.
- 5) Ensure that matters of Health and Safety are recorded and reported to Council or the relevant Committee.
- 6) Ensure that regular risk assessments of working practices and assets are carried out, and maintain records of risk assessments.

- 7) Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- 8) Regularly checking that working conditions are safe and healthy and all equipment is safe and fit for purpose.
- 9) Maintain a central record of notified accidents.
- 10) When an accident or hazardous incident or near miss occurs take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure. Any major injuries or incidents must be reported on the appropriate RIDDOR form (see Appendix 1, Section 4).
- 11) Ensure that all equipment used by employees is regularly maintained and serviced.
- 12) Ensure that contractors and volunteers have adequate and appropriate insurance.
- 13) Regularly review this policy and make any changes as necessary.

All Councillors, employees, contractors and voluntary helpers will:

- 1) Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with associated Codes of Practice or work instructions for Health and Safety.
- 2) Take reasonable care of their own Health and Safety, use appropriate work instructions, risk assessments and personal protective equipment and, where appropriate, ensure the appropriate First Aid materials are available.
- 3) Take reasonable care for the Health and Safety of other people who may be affected by their activities.
- 4) Not intentionally interfere with or remove equipment safety guards, safety devices or other equipment provided for Health and Safety.
- 5) Not misuse any plant, equipment, tools or materials so as to cause risks to Health and Safety.
- 6) Report any accidents or hazardous incidents to the Clerk.

Eye Tests and Spectacles:

- 1) BPC recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (Amended 2002) and, subject to the clauses below will contribute to the cost of an eye test for any employee that uses display screen (computer monitor) equipment for a significant part of their working day on BPC business.
- 2) BPC will contribute £25 towards the costs of an eye test conducted by a suitably qualified optician, once in any twelve-month period. If an eye test reveals that spectacles are required exclusively for VDU work, BPC will contribute £75 towards the cost of basic spectacles. This policy does not apply to contact lenses. BPC will not contribute towards the cost of spectacles with any element of everyday use, in other words the spectacles must be exclusively for VDU use.

Vaccinations and Immunisations:

- 1) BPC recognises its obligations under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Control of

Substances Hazardous to Health Regulations 2002 (COSHH) to take suitable precautions to protect the health of employees.

- 2) Health and Safety Law requires that employees shall not be charged for vaccines or immunisations solely required as a means of protecting them at work.
- 3) Accordingly, BPC will reimburse any costs reasonably incurred by an employee for vaccines or immunisations which are required solely in connection with their employment and in the performance of their duties. Such reimbursement claims should be made on the appropriate form and substantiated with a receipt for each of the costs claimed.
- 4) BPC will maintain records to show any vaccinations or immunisation course(s) undertaken in connection with an employee's employment.

Appendix 1

1. Insurance

The company providing the Employer's Liability and Public Liability insurance cover is:

Name and address of insurer:

Clear Councils, AGM House, Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ

Telephone no of insurer: 0330 0130036

Policy No.: LCO02604 Date of Renewal: 1 June 2025

Any risks excluded or special conditions users should be aware of – None

2. Risk Assessments

1. A risk assessment is, as the Health and Safety Executive (HSE) describes is: "A careful examination of what, in your work, could cause harm to people...the aim is to make sure that no one gets hurt or becomes ill."
2. A hazard is anything that may cause harm to a person(s) or property, e.g. chemicals, electricity, working from ladders, noise etc.
3. A risk assessment may require an assessment of how severe that harm may be.
4. A hazard needs to be considered alongside its likelihood of occurrence. By factoring the hazard, its severity and its likelihood, the risk can be quantified.

Identifying the Hazards:

5. First walk around the workplace identifying anything that could be potentially hazardous and making a written list.
6. Include everything you can think of; not just things that are currently obviously dangerous; but anything with a potential risk.
7. Consider invisible hazards e.g. stress (often related to working long hours, under pressure, to tight deadlines) or physical assault. Invisible hazards may also include fumes e.g. photocopiers and laser printers emit ozone when in use.
8. Consider whether things that might not normally be hazardous might be in relation to specific people e.g. pregnant women or workers with disabilities.
9. Be realistic in considering the likelihood of the hazard occurring.

Identify who is at risk:

10. Once you have identified and listed all hazards, you need to identify what the specific risk is, and who is particularly at risk.
11. Some people will be more at risk from particular hazards or due to circumstances e.g., working alone, or due to a disability.

Evaluate the risks and decide on precautions:

12. Think about what you can do to remove the risk. Compare what you currently do with what is accepted as good practice. The main purpose of doing a risk assessment is to be aware of the risks, so that you can take action to eliminate or at least reduce the risks.

Record your findings:

13. If you employ five or more people the law requires you to record your findings.

14. You must ensure the written record of your findings is made available to all officials and that they co-operate with the carrying out of the recommendations made as a result of the assessment including any training required.

Review your assessment:

Few workplaces remain the same indefinitely. Assessments must be periodically reviewed when there are major changes in the workplace, such as the introduction of new tools or machinery, or new ways of working. This will be simple provided the original assessment was undertaken and recorded clearly

3. Contractors

BPC will check with contractors (including self-employed persons) before they start work that:

1. the contract is clear and understood by both the contractors and BPC;
2. the contractors are competent to carry out the work, e.g. have appropriate qualifications, references, experience and have a risk assessment for the work;
3. contractors have adequate public liability insurance cover;
4. contractors have seen the Health and Safety Policy and are aware of any hazards which might arise (e.g. electricity cables or gas pipes);
5. contractors do not work alone on ladders at height (if necessary, a volunteer should be present);
6. contractors have their own Health and Safety Policy for their staff;
7. the contractor knows which member of the BPC is responsible for overseeing that their work is as asked and to a satisfactory standard;
8. any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

4. RIDDOR

The following major injuries or incidents must be reported on RIDDOR forms:

1. fracture, other than to fingers, thumbs or toes;
2. amputation;
3. dislocation of the shoulder, hip, knee or spine;
4. loss of sight (temporary or permanent);
5. any penetrating injury to the eye (including chemical);
6. injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
7. any other injury leading to hypothermia, heat – induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours;
8. unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
9. acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin;
10. acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.

A relevant example of a reportable dangerous incident is an electrical short circuit or overload causing fire or explosion.