



## **Health and Safety**

# **Policy Statement**

## **Health and Safety at Work etc Act 1974**

This is the Health and safety Policy Statement of

## **Cam Parish Council**

### **Our statement of general policy is:**

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

**Signed** \_\_\_\_\_

**Chair of Council**

**Date** \_\_\_\_\_

**Review date** \_\_\_\_\_

# Responsibilities

1. Overall responsibility for health and safety is that of **The Council**.
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to **The Clerk**.
3. To ensure health & safety standards are maintained/improved, the following people have responsibility in the following areas:-
  - **The Clerk** – administration and staff.
  - **Chair Recreation and Leisure Committee** – play areas, open spaces and allotments.
  - **Chair Planning and Highways Committee** – activities on public footpaths
4. All employees have to:-
  - co-operate with the Clerk and Members on health and safety matters;
  - not interfere with anything provided to safeguard their health and safety;
  - take reasonable care of their own health and safety; and
  - report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## Health and safety risks arising from our work activities.

- Risk assessments will be undertaken by **the Clerk** in consultation with **the relevant Committee members**.
- The findings of the risk assessments will be reported to **the relevant Committee** and then to **Full Council**.
- Action required to remove/control risks will be approved by **Full Council**
- **The Clerk** will be responsible for ensuring the action required is implemented.
- **The Clerk** will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every **12 months** or when the work activity changes, which ever is soonest.

## Consultation with employees.

- Employee representative is **the Clerk**.
- Consultation with employees is through appraisal system..

## Safe plant and equipment.

- **The Clerk** will be responsible for identifying all equipment/plant needing maintenance.
- **The Council** will be responsible for ensuring effective maintenance procedures are drawn up.
- **The Clerk** will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to **the Clerk** or **Chair of Council**.
- **The Clerk** will check that new plant and equipment meets health and safety standards before it is purchased.

## Safe handling and use of substances.

- **The Clerk** will be responsible for identifying all substances which need a COSHH assessment.
- **The Clerk** with **Professional advice**, when necessary will be responsible for undertaking COSHH assessments.
- **The Clerk** will be responsible for ensuring that all actions identified in the assessments are implemented.
- **The Clerk** will be responsible for ensuring all relevant employees are informed about the COSHH assessments.
- **The Clerk** will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every **12 months** or when the work activity changes, whichever is soonest.

## **Information, instruction and supervision.**

- The health and safety law leaflets are issued by **the Clerk**.
- Health and safety advice is available from **Stroud District Council**.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by **the Clerk**.

## **Competency for tasks and training.**

- Induction training will be provided for all employees by **the Clerk**.
- Job specific training will be provided by **the Council**, with **professional advice** when necessary.
- Specific jobs requiring special training are:-
  1. Use of visual display equipment.
  2. Photocopying.
  3. Play equipment inspections.
- Training records are kept at **the Council office**.
- Training will be identified, arranged and monitored by **the Clerk**.

## **Accidents, first aid and work-related ill health.**

- The first aid box is kept at the **Council office** (kitchen).
- The appointed person/first aider is **the Clerk**.
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept at the **Council Office**.
- **The Clerk** is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

# Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, we will:-
  1. Do periodic spot check visits, by members of the Finance and general purposes committee.
  2. Review of this policy statement every 12 months or when work activities change, whichever is soonest.
  3. Include health and safety issues as an agenda item for meetings of the Finance and general purposes committee.
- **Chair of Council** is responsible for investigating accidents.
- **Chair of Council** is responsible for investigating work-related causes of sickness absences.
- **The Council** is responsible for acting on investigation findings to prevent a recurrence.

## Emergency procedures – fire and evacuation.

- **Finance and General Purposes Committee** is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by **the Clerk** every **day**.
- Fire extinguishers are maintained and checked by the **Supplier** every **12 months**.
- Alarms are tested by **supplier** every **12 months**.