



Pittington Parish Council

Health & Safety Policy Statement

Health & Safety at Work Act 1974

This is the Health & Safety Policy of Pittington Parish Council

Our Statement of General Policy is:

Pittington Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by its activities.

- The Parish Council will meet its responsibilities under the Health and Safety at Work Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
- To issue ALL members with copies of the Council's policy statement, guidelines for Risk Assessment and a standard recording sheet.
- To give adequate guidance and ensure all members are competent to do their tasks.
- To maintain safe and healthy working conditions.
- To provide and maintain safe Plants and Equipment and ensure safe handling and the use of hazardous substances.
- The Parish Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Safety Officer in fulfilling the councils responsibilities for ensuring safe working conditions
- To review and revise this Policy at each AGM or sooner if necessary.

Signed: Chairman

Date:

Review Date:

Aims of the Health and Safety at Work Policy

To provide as far as is reasonably practicable:

- A safe place of work and a safe working environment.
- Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- Systems of work that are safe and without risks to health.
- Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely
- Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

Arrangements and Responsibilities for Carrying out the Health and Safety Policy at Work

- Overall responsibility for the implementation of the general policy for Health & Safety within the Council is with the whole Parish Council.
- Day to day responsibility for the administration of Health & Safety practice within the Council is that of the Health & Safety Officer.
- To ensure Health & Safety standards are maintained is the responsibility of the Council Chairman / Event Organiser.
- It is the responsibility for all members and visitors to take reasonable care of themselves and of any other person who may be affected by their acts or omissions.

The Council's Safety Officer will:

1. Keep informed of relevant Health and Safety policy legislation.
2. Advise the Meeting on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.
3. Make effective arrangements to implement the Health and Safety at Work Policy.
4. Ensure that matters of Health and Safety are regularly discussed at the Parish Council.
5. Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures. Consider requesting contractors to supply a written method statement prior to starting major works. Maintain a file of risk assessments, summarised in the Minutes.
6. Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Council's Health and Safety at Work Policy.
7. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
8. Maintain a central record of notified accidents.
9. When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
10. Act as the contact and liaison point for the Health and Safety Inspectorate.

All 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 Codes of Practice or work instructions for Health and Safety.
2. Take reasonable care for their own Health and Safety, use appropriate personal protective clothing and, where appropriate, ensure that 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 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 Safety Officer.

Health & Safety Risk Assessments:

Risk assessments will be undertaken by: **Event Organisers**.

The findings of any Risk Assessment will be reported to: **Council Chairman**.

Action required for removing / controlling risks will be approved by: **Health & Safety Officer**.

Responsibilities for ensuring the action required and implemented and risks reduced: **Health & Safety Officer**

Assessments will be reviewed periodically by: **The whole Parish Council**.

THERE ARE FIVE STEPS TO A RISK ASSESSMENT:

STEP 1: LOOK OUT FOR THE HAZARDS.

Look afresh at what could be reasonably expected to cause harm. Ignore the trivial and concentrate on significant hazards that could result in serious harm or affect several people. Ask other members what they think. They may notice what you overlook.

STEP 2: DECIDE WHO MIGHT BE HARMED AND HOW.

Remember to consider members of the Public or people who attend your event, is there a chance they could be hurt by the planned activities Children, older people, new and expectant mothers Visitors, contractors, maintenance workers etc.

STEP 3: EVALUATE THE RISKS AND DECIDE WHETHER EXISTING PRECAUTIONS ARE ADEQUATE OR MORE SHOULD BE DONE.

Consider how likely it is that each hazard could cause harm; hence determine whether you need to do more to reduce the risk. Even after all precautions have been taken, some risks usually remain. You have to decide whether the remaining risk is high, medium or low. Your aim is to make all risks small by adding to your precautions. If something needs to be done, draw up an action list and give priority to risks that are high or affect most people.

4. TAKING ACTION - ASK YOURSELF:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely?

4. CONTROLLING RISKS – APPLY THE PRINCIPLES BELOW:

- Try a less risky option.
- Prevent access to the hazard (e.g. by guarding)
- Organise the event to reduce exposure to the hazard.
- Issue personal protective equipment.
- Provide welfare facilities (e.g. First Aid, washing facilities etc.)

STEP 4: RECORD YOUR FINDINGS.

Record the significant findings of your assessment. I.e. write down the significant hazards and conclusions in the form of a Risk Assessment. Risk Assessments should be suitable and sufficient – not perfect! You should be able to show that:

- A proper check was made
- You asked who might be affected.
- You dealt with significant hazards, taking into account the number of people involved.
- Precautions are reasonable, and remaining risk is low.

The written record should be kept for future reference, hand a copy to the Council's Health & Safety Officer for filing. It could be important if a Health & Safety Inspector asks what precautions you have taken, or if you become involved in any action for civil liability. It can remind you to keep an eye on particular hazards and precautions. It helps to show that you have done what the law requires.

STEP 5: REVIEW YOUR ASSESSMENT AND REVISE IT IF NECESSARY.

If there is significant change that could lead to new hazards, amend the assessment to take account of the new hazard. If you introduce significant new hazards, you will want to consider them in their own right and do whatever you can to keep the risks down. In any case, it is good practice to review your assessment from time to time to make sure the precautions are still working effectively.

Risk Assessment Record

Risk Assessment for Pittington Parish Council

EVENT/ACTIVITY:

DATE OF EVENT:

ASSESSMENT DATE:

ASSESSMENT DONE BY:

ASSESSMENT REVIEW DATE:

Guidelines for Risk Assessment for Pittington Parish Council

HAZARD: Anything that can cause harm (e.g. chemicals, electricity, working from ladders etc.)

RISK: The chance, high or low, that somebody will be harmed by the hazard.

RISK ASSESSMENT: A careful examination of what could cause harm to people, so you can assess whether you have taken enough precautions or should do more to prevent harm. The aim is to ensure that no-one gets hurt or becomes ill. Decide whether a hazard is significant, and whether you have taken care to ensure that the risk is small. You need to check this when you assess the hazard.

DESCRIPTION / OUTLINE OF EVENT / ACTIVITY:

SIGNIFICANT HAZARDS:

GROUPS OF PEOPLE AT RISK:

EXISTING CONTROLS (OR WHERE INFORMATION CAN BE FOUND):

RISKS NOT ADEQUATELY CONTROLLED AND ACTION NEEDED: