



SheviocK Parish Council
The Bill Warren Room, SheviocK Memorial Hall, Craffhole, Torpoint, Cornwall, PL11 3DG
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SheviocK Parish Council Health, Safety and Welfare Policy

This policy document is designed and constructed to meet the requirements imposed by the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended).

This policy document reflects all aspects of work undertaken by the SheviocK Parish Council (shortly the Council).

The document describes how the employees, those who work for the Council but are not employed by the Council such as contractors or hosted workers and the public are managed to ensure, as far as is reasonably practicable, their safety.

The Health, Safety and Welfare Responsible Person for the Council is the Clerk to the SheviocK Parish Council.

This policy document contains mandatory items prescribed by law and described in short as: -

- A signed undertaking by the Responsible Person .
- The SheviocK Parish Council employs more than 4 people (to include the Parish Councillors) so therefore the Health, Safety and Welfare Risk Assessments and other arrangements need to be in writing and this written document is therefore a legal requirement under Section 2 (3) of the Health and Safety at Work etc. Act 1974.
- An organisational structure for managing health, safety and welfare at work
- Arrangements for health, safety and welfare
- A policy review process to be carried out at least annually

The undertaking agreed and signed on behalf of the employer is a legal commitment and a visible declaration to interested parties of commitment to health, safety and welfare within the organisation. The document shall be brought to the attention of all employees and interested parties.

Employer: SheviocK Parish Council

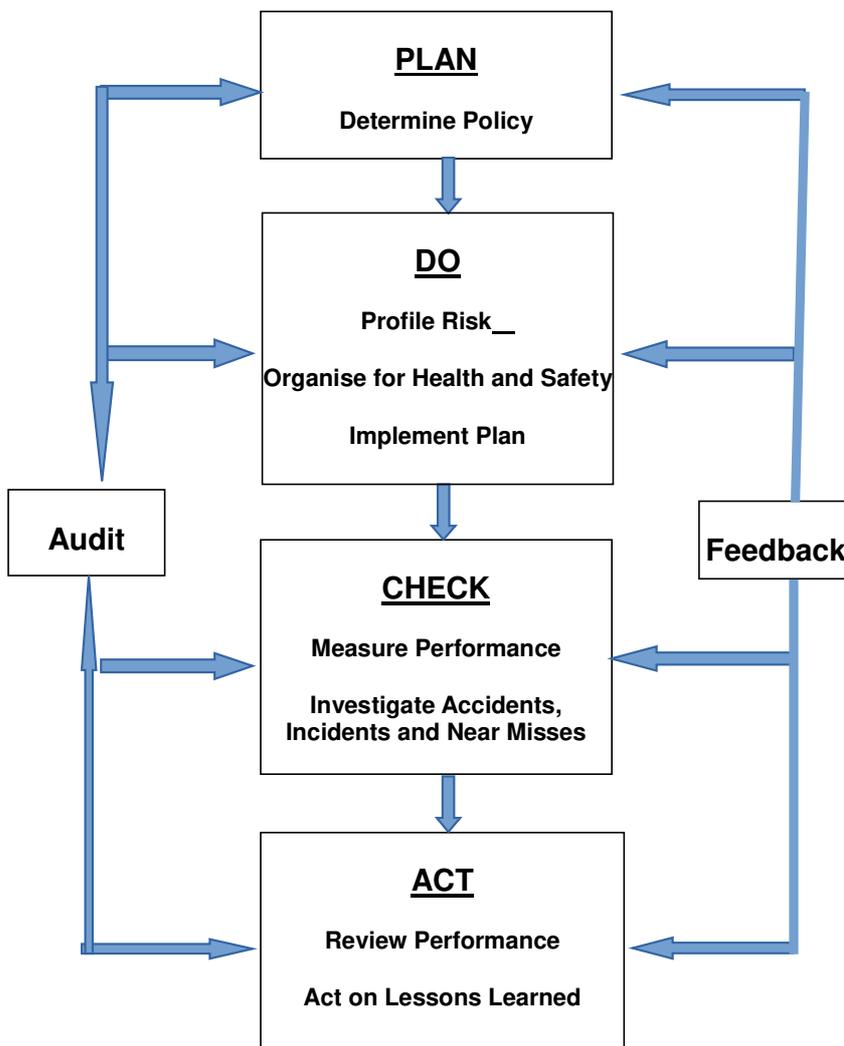
Responsible person Mrs Nancy Gray

Competent Person: Mr John Isaac, JJ Isaac Consultancy

The Health and Safety Guidance Note 65 (July 2013)

The Health and Safety Guidance note 65 (HSG 65) model gives a clear indication of how the Health and Safety Executive (HSE) interpret legislative requirements of employers, consider good practice nationally and also engage as the high level process for the investigation of any health and safety policies and processes within any organisation.

Sheviok Parish Council has adopted the HSE preferred approach to the construct of a Health Safety and Welfare at Work policy and demonstrate within this document how each of the 6 functions of **PLAN**, **DO**, **CHECK**, **ACT**, **FEEDBACK** and **AUDIT** set out in HSG 65 are implemented, monitored and reviewed.



PLAN

The Declared Aims and Statement of Intent of the Employer

Through effective management it is the intention of the employer to deliver a Health, Safety and Welfare Policy which will: -

- ✓ Ensure elimination, wherever possible, of the risks to health and safety and to embrace the General Principles of Prevention described in the Management of Health and Safety at Work Regulations 1999 Regulation 4 and Schedule 1.
- ✓ Ensure that where risks to health and safety cannot be eliminated that they are reduced to the lowest possible level by robust control measures.
- ✓ Ensure that all workers whether employed full time, part time, are contractors or employed on a casual basis, receive health and safety instruction, information, training and supervision to undertake the task for which they are employed.
- ✓ Ensure that practical and effective management of all employees, including those self-employed, is in place.
- ✓ Ensure, through robust processes, that contracted organisations and individuals have suitable and sufficient health and safety arrangements in place relative to the tasks they have been engaged to fulfil.
- ✓ Ensure, as far as is reasonably practicable: -
 - The provision of safe and properly maintained equipment
 - The safe handling, use, storage, transportation and disposal of substances harmful to health
 - Prevent accidents and work related illness and have a clear process for the reporting and investigation of injuries, disease and dangerous occurrences.
 - Maintain safe and healthy working conditions
 - Provide safe systems of work
 - Provide adequate welfare facilities for employees
- ✓ Health, Safety and Welfare will be a standing agenda item at any meeting discussing Council policy
- ✓ To review the Health, Safety and Welfare Policy and organisation at least annually

Signed:

Name: Mrs Nancy Gray Clerk to the Sheviock Parish Council

Date:

The Policy Commitments of the Employer Sheviock Parish Council

The following policies in respect of work activity or other liability of the employer reflect the major areas of business and work activity. The policies will be implemented as far as is reasonably practicable and are supported by suitable and sufficient risk assessments and obligations upon contractors and those self-employed.

Work Equipment

Work equipment will be used in accordance with the manufacturer instructions and in accord with the Provision and Use of Work Equipment Regulations 1998 and ACOP 12. This policy is intended to ensure the safety of the user.

Working at Height

Working at height will be managed to ensure the safety of the worker and others in accord with the Work at Height Regulations 2005. The policy is intended to prevent injury or falls when working at height.

Workplace Transport

It is the policy of the employer to manage the use of vehicles and transport safely in the workplace in accord with the Workplace (Health, Safety and Welfare) Regulations 1992 and HSG 136. The policy is intended to prevent accidents and injury to workers and others visiting the workplace.

Slips and Trips

The employer will prevent slips and trips in the workplace in accord with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 and ACOP L24. This policy is intended to prevent injury to workers and also visitors to the workplace.

Electrical Safety

It is the policy of the employer to manage electrical safety at work in accord with the requirements of the Electricity at Work Regulations 1989 and the IEE Wiring Regulations. The intention of this policy is to prevent injury or death through electrocution or fire.

Lone Working of Individuals or Remote Working by Groups

It is the policy of the employer to ensure that lone working and group remote working is managed in accord with the Health and Safety at Work etc. Act 1974 section 2. The intention of this policy is to ensure the control by supervision of lone working to reduce the risk of incident or injury.

Safety of Those Not Employed by the Sheviock Parish Council

It is the policy of the employer to ensure that measures are in place to ensure the health and safety of the public and non-employed visitors whilst in the workplace in accord with the Health and Safety at Work etc. Act 1974 section 3. The object of this policy is to protect members of the public and visitors from injury and danger.

Control of Substances Harmful to Health (COSHH)

It is the policy of the employer to ensure that any work which exposes employees to hazardous chemicals, hazardous dust or biological hazards, is managed and controlled in accord with the Control of Substances Hazardous to Health Regulations 2002 and ACOP L5 and EH 40. The

object of this policy is to prevent injury, illness and disease caused by exposure to hazardous substances.

Manual Handling

It is the policy of the employer to ensure that where the manual handling of heavy objects cannot be avoided that such handling will be managed in accord with the Manual Handling Operations Regulations 1992 and Guidance L 23. The purpose of this policy is to prevent injury and musculoskeletal disorder from poor lifting technique.

Noise

It is the policy of the employer to ensure that exposure of workers to noise is managed in accord with the Control of Noise at Work Regulations 2005 and INDG 362. The purpose of this policy is to ensure that staff are aware of the health implications of exposure to noise and to take measures to protect employees.

Display Screen Equipment and Office Environment

It is the policy of the employer to ensure that all VDU workstations are assessed in accordance with the Health and Safety at Work etc. Act 1974 section 2 and ACOP L 26. The intention of this policy is to protect users of display screen equipment and ensure the office ergonomics and furniture to reduce the risk of accident or injury to the worker.

Workplace Ergonomics

It is the policy of the employer to ensure that all systems of work take account of the most sympathetic ergonomics relative to the task in accord with the Health and Safety at Work etc. Act 1974 section 2. The intention of this policy is to reduce the risk to workers of injury through musculoskeletal disorder as possible.

Weekly Working Time

It is the policy of the employer to ensure that contracts of work embrace the requirements of the Working Time Regulations 1998. The purpose of this policy is to ensure that the Regulations are adhered to and injury is avoided due to tiredness or lack of concentration.

Smoking in the Workplace

It is the policy of the employer to ensure that there is no smoking inside all buildings, all work vehicles or any other workplace in accordance with the Health Act 2006. The intention of this policy is to prevent 'primary' smokers damaging their bodies in the workplace and also the damage to non-smokers from 'secondary' smoking.

Staff Training and Induction

It is the policy of the employer to ensure, through structured induction of new staff and ongoing training where necessary for existing staff, that employees have the skills and abilities to carry out their roles safely.

The Welfare of the Workers

It is the policy of the employer to ensure that welfare facilities are provided for staff use in accord with the requirements of the Workplace (Health Safety and Welfare) Regulations 1992. The intention of this policy is to ensure that all employees have access to washing, toilet, eating, resting,

potable water and storage facilities in the workplace.

Personal Protective Equipment (PPE)

It is the policy of the employer to ensure that PPE is provided to any employee in need of it in accord with the Personal Protective Equipment at Work Regulations 1992. The intention of this policy is to ensure that the maximum possible protection is given to employees whilst working.

First Aid

It is the policy of the employer to make adequate first aid arrangements for employees and visitors to the workplace in accord with the Health and Safety (First Aid) Regulations 1989. The intention of this policy is to ensure that should an accident occur that immediate treatment is available.

Reporting of Diseases and Occurrences in the Workplace

It is the policy of the employer to report such injuries and occurrences in the workplace as is required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The intention of this policy is to record and report as legislation requires and to analyse such reports to inform amendment or addition to policy.

Policy Relating to Safe Systems of Work

It is the policy of the Sheviok Parish Council that where a risk assessment of any work activity and accompanying control measures reveal that the residual risk to staff and others is unacceptable then a Safe System of Work (SSW) will be documented.

A Safe System of Work is a formal procedure resulting from systematic examination of any working process and it is acknowledged that the Trustees have a duty to provide staff with safe systems of work to comply with Section 2 of the Health and Safety at Work Act 1974.

Health and Safety Review Process

This policy document will be amended when changes occur in the nature of the Sheviok Parish Council business or if legislation dictates. This policy document will be reviewed at least annually and changes made and recorded where applicable. Reported and investigated accidents or incidents will inform changes to policy or support existing policy.

DO

Organising for Health, Safety and Welfare at Work

The employer acknowledges the requirements of Section 2 of the Health and Safety at Work (etc.) Act 1974 and it is policy to ensure, as far as is reasonably practicable, the health, safety and welfare of all employees and non-employees whilst undertaking the following work tasks and personal needs: -

- **Clerk to the Parish Council**

Roles:

Prepare documents on computer

Filing

Ordering and receiving goods including those COSHH related

Work alone in an office open to public callers

Site visits to post notices etc.

RAs for consideration

Manual lifting
Slips and trips
Safe use and storage of chemicals
Suitable arrangements for lone working
Anger management
Workplace ergonomics
Display screen equipment and office environment
Welfare facilities
Working at height
Personal protective equipment
First aid
Fire safety arrangements

- **Dog Warden/Enforcement Officer**

Roles:

Interaction with the public to advise on control of dogs and infringements of the law
Issue legal enforcement notice if necessary

RAs for consideration

Slips and trips
Suitable arrangements for lone working
Health and hygiene (Toxicara Canis)
Dog management
Personal protective equipment
First aid
Anger Management

- **Cleaner**

Roles:

Use of chemicals to clean the office
Use of chemicals and various cleaning utensils to clean the public toilets

RAs for consideration

Manual lifting
Safe use, transport, storage and disposal of chemicals
Lone working
Working at height
Personal protective equipment
Slips and trips
Integrity of water supply in work areas (Legionella)
First aid

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RAs for consideration

Manual lifting
Safe use, transport, storage and disposal of chemicals
Lone working
Working at height
Personal protective equipment
Slips and trips
Integrity of water supply in work areas (Legionella)
First aid
COSHH
Work adjacent to traffic
Safe use of tools

- **Parish Councillors**

Roles:

Interaction with the public on a whole variety of issues

- Site visits in relation to planning, footpaths etc.

RAs for consideration

Anger management
Lone working
PPE

- **Risk Assessment of Parish Assets (Occupiers Liability Acts and Duty of Care)**

Portwrinkle Car Park surface (slips and trips)
Emptying car park cash container (risk of crime)
Public Toilets. (Legionella)
Information Kiosk (Safety of door and glass)
Open space park furniture (safety of children's play equipment)
Bus shelter Sheviock (Rotten seats, insecure slates etc.)

- **Workers who are not employed by the Sheviock Parish Council**

In accord with the general duty of care imposed by section 3 of the Health and Safety at Work (etc.) Act 1974 it is the policy of the Sheviock Parish Council to ensure, as far as is reasonably practicable, the health, safety and welfare of anyone who contributes to the work operations but who are hosted workers, self-employed, volunteers, visiting as part of their work or charity workers.

Some examples are: -

Contractors engaged in any aspect of Council business
Company representatives
Visiting professionals and consultants
Volunteer workers assisting in any area of the Council business or interest

- **Members of the public and other non-employed people**

In accord with the general duty of care imposed by section 3 of the Health and Safety at Work (etc.) Act 1974 and the requirements of the Occupiers Liability Act (1957 and 1984), it is the policy of the Council to ensure, as far as is reasonably practicable, the

health, safety and welfare of anyone who is present on lands or buildings occupied by the Sheviock Parish Council.

Some examples are: -

Those hosting or attending events or functions

Those attending Council meetings

- **Contractors and Sub-contractors**

It is the policy of the Sheviock Parish Council to ensure that those contractors permitted to work for the Council will be able to evidence the following as a minimum: -

1. All contractors must take a positive attitude to the health, safety and welfare at work of their employees and any sub-contractors. Where the contractor has 5 or more employees there must be a written health and safety policy.
2. All contractors must be appropriately qualified for the work to be carried out.
3. All contractors will make relevant certificates of competence, training records and other documentation available for inspection by Sheviock Parish Council at all reasonable times.
4. All contractors will make machinery, equipment and personal protective equipment brought on site available for inspection by Sheviock Parish Council at all reasonable times.
5. All contractors will inform Sheviock Parish Council of any accidents or incidents relating to their operations on behalf of the Sheviock Parish Council.
6. Contractors must be able to evidence suitable and sufficient insurance cover relative to the work to be undertaken and employee liability. Copies of insurance documents must be made available to Sheviock Parish Council at all reasonable times.
7. All contractors will be informed of known risks relevant to any work site they are contracted to visit for example the presence of asbestos or power cables

Health and Safety Plan and Policy Implementation

The basis of implementing plans for health and safety measures is the risk assessment. This is a systematic analysis and evaluation of the hazards in the workplace and the risks that they present.

By the risk assessment, measures to control the risk will be identified and implemented eliminating the risk completely or reducing it to an acceptable level.

Each of the Sheviock Parish Council health, safety and welfare policies will be operationalised through robust suitable and sufficient risk assessments, in writing, constructed in full consultation with staff members.

A copy of the risk assessment documents will be available in the workplace for easy reference by employees.

The Responsible Person for health, safety and welfare , the Clerk to the Council) will work with staff to ensure that the policies agreed in this document are disseminated, suitable and sufficient risk assessments are made and staff made fully aware of their responsibilities under the Health and Safety at Work (etc.) Act 1974.

CHECK

Measuring and Monitoring Performance

It is the policy of the SheviocK Parish Council to monitor the performance of those responsible for the implementation of the health, safety and welfare policies and strategies set by the employer.

Assessment will be made of how effectively risk to health, safety and welfare is being controlled in the workplace and on the development and maintenance of a robust health and safety culture.

Performance monitoring methods include: -

- Regular in-house monitoring undertaken by the health and safety Responsible Person
- Periodic external monitoring undertaken by the appointed Competent Person JJ Isaac Consultancy at the request of SheviocK Parish Council.

Reviewing Performance

The health and safety Responsible Person and the SheviocK Parish Council will undertake an annual review of the policies, strategies, processes and targets set down by them to ensure the health, safety and welfare of staff and others for whom they have a duty of care.

An interim review will be carried out if: -

- Legislation changes to affect work processes
- New business by the Council requires a different approach to health, safety and welfare
- Changes to key staff
- Where the first language of staff is not English
- When indicated by an audit or a risk assessment
- In consultation with employees where deficiencies are highlighted
- Following HSE enforcement action

The annual review will be initiated by the health and safety Responsible Person and assisted, if necessary, by JJ Isaac Consultancy, the Competent Person appointed by them.

An annual review will be carried out on all the current risk assessments to ensure relevance, that action agreed has been carried out and to confirm what if any further action is required.

Feedback

The employer appreciates that the feedback 'loop' described in the model HSG 65 is important even though by nature much of the feedback, both to and from staff, is informal.

Every opportunity is taken to discuss the relevant health and safety issues when tasking staff, when supervising during the course of a job or reviewing how a job went on completion.

The appointed Competent Person, JJ Isaac Consultancy, may carry out training and feedback sessions for all staff on a 6 monthly basis if requested by SheviocK Parish Council. Issues raised will be noted and fed back to supervisors if they are not present at that particular session.

Feedback is used to inform policy and strategy either confirming that we have got it right or perhaps we need to make some adjustments.

Audit

It is the policy of the SheviocK Parish Council that the health, safety and welfare policies, targets, organisation and arrangements and planning and implementation process will be audited annually.

The audit may be conducted by JJ Isaac Consulting, the appointed Competent Person, together with: -

- The Parish Council appointed Responsible Person for the delivery of health, safety and welfare for the SheviocK Parish Council

The audit may involve inspection of:

- All health safety and welfare documentation
- Places of work
- Work equipment
- Personal protective equipment
- Performance against safety targets set by the owners
- Training reviews and needs
- Feedback processes
- Any other areas highlighted by the health and safety Responsible Person

JJ Isaac Consulting will, if requested, provide a written report to the health and safety Responsible Person annually confirming that an audit has taken place and highlighting good practice and any areas for improvement.

