

**Health and Safety Policy Statement
Health and Safety at Work etc Act 1974**

**This is the Health and Safety Policy Statement of
Old Catton 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 of 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: _____

Employer: _____

Date: _____

Review Date: _____

Responsibilities

1. Overall and final responsibility for health and safety is that of the Clerk.
2. Day-to-day responsibility for ensuring this policy is put into practice is that of the Clerk.
3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Melanie Kingshott
Barry Palmer

Policy Management/Risk Assessments
Health and Safety Councillor

4. All employees have to:
 - Co-operate with supervisors and managers 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 persons (as detailed in this policy statement).

Health and safety risks arising from our work activities

- Risk assessments will be undertaken by the Clerk.
- The findings of the risk assessments will be reported to the Health and Safety Councillor.
- Action required to remove/control risks will be approved by the Clerk.
- The Health and Safety Councillor will be responsible for ensuring the action required is implemented.
- The Clerk will check that the implemented actions removed/reduced the risks.
- Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Consultation with employees

- There are no employee staff representatives.
- Consultation with employees is provided by the Clerk via individual meetings with staff.

Safe plant and equipment

- The Clerk will be responsible for identifying all equipment/plant needing maintenance.
- The Clerk 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.
- The Clerk and Health and Safety Councillor will check that new plant 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 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 that 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 poster is displayed by the Clerk.
- Health and safety advice is available from the Health and Safety Councillor.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the Clerk.
- The Clerk is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

Competency for tasks and training

- Induction training will be provided for all employees by Old Catton Parish Council.
- Job-specific training will be provided by delegated contractors.
- Specific jobs requiring special training are Groundsman, Supervisor and Administrative Staff.
- Training records are kept by the Clerk.
- Training will be identified, arranged and monitored by the Clerk and Health and Safety Councillor.

Accidents, first aid and work-related ill health

- The first-aid box is kept in the Kitchen in the Pavilion.
- The Defibrillator is kept in the meeting room in the Pavilion.
- The appointed persons/first aiders are: Melanie Kingshott, Scott Fountain, Malcolm Wilkin and Maureen Wilkin.
- All accidents and cases of work-related ill health are to be recorded in the accident book. This is kept by the Clerk.
- The Clerk is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or your local authority depending upon where you work).

Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, we will: carry out an annual health and safety audit, spot checks by the Clerk and Health and Safety Councillor.
- The Clerk and Health and Safety Councillor is responsible for investigating accidents.

- The Clerk 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

- The Clerk and Health and Safety Councillor 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 T & P Fire Ltd.
- Emergency evacuation will be tested every six months.

Adopted 02/09/2013