



Health and Safety Policy

1. HEALTH AND SAFETY POLICY STATEMENT

Rogate Parish Council believes that Health & Safety performance is integral to its duties and accepts its responsibilities under the Health & Safety at Work Act 1974 and other relevant legislation.

The objective of the Parish Council H&S policy is to minimise risks to health, safety and welfare of its employees, voluntary workers, general public and others affected by its activities with particular regard to children play areas provided by the council.

Members of the Parish Council have the responsibility for implementing this Policy and must ensure health and safety considerations are always given due priority in planning and day-to-day supervision of work.

All employees and voluntary workers are expected to co-operate in carrying out this policy throughout the Parish Council's activities and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

All employees, voluntary workers and contractors associated with any works carried out by the Parish Council will be made aware of this policy and its obligations.

The Policy will be kept up to date in response to changes and its implementation will be reviewed annually by the council or as the need arises.

2. ORGANISATION (roles & responsibilities)

2.1 Duties and Responsibilities of Parish Councillors

All Parish Councillors are jointly responsible for the implementation of this Health & Safety Policy. In doing so, they will ensure that:

- employees and voluntary workers are familiar and understand this policy
- Council's activities are monitored to ensure that the objectives of the Health & Safety Policy are being complied with;
- contracts of employment include compliance with relevant health and safety;
- staff have adequate competence and training for carrying out their specific jobs and for ensuring the health, safety and welfare of themselves and those around them;
- employees and voluntary workers are aware of the hazards which may exist within the operation of their tasks, and
- no employee or voluntary worker shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless he or she possesses such knowledge or experience, or is under supervision of a competent person having regard to the nature of the work;
- safe methods of work are adopted;
- all suppliers comply with Section 6 of the Health & Safety at Work Act (HASAWA) in supplying articles and substances that are safe and without risk to health when properly used and to provide information to enable them to be properly used;

- any accidents arising out of the Council's activities are recorded, reported and investigated as detailed in the accident reporting procedure;
- regular inspections of equipment are carried out and necessary records kept.

2.2 Duties and Responsibilities of all Employees and Voluntary Workers

- Employees and voluntary workers have a responsibility to conform to the Parish Council policy and with the Health & Safety at Work etc. Act 1974 and associated legislation. They are to take reasonable care of the safety of themselves and others and to seek assistance or advice about any area of work that concerns their safety.
- All accidents and near miss incidents shall be reported to the Parish Clerk and recorded in the Parish Council accident book as soon after the event as possible. Employees and voluntary workers will also co-operate in the investigation of accidents and near misses.

2.3 Duties and Responsibilities of all Contractors

Contractors must comply with the following:

- Any contractors employed by Rogate Parish Council shall be responsible for conducting themselves safely at all times and in complying with the Parish Council's Health & Safety Policy.
- Any work carried out must be fully in compliance with all relevant statutory legislation and Codes of Practice to ensure the health and safety of their own employees and others who may be affected by their work activity.
- Any injury sustained whilst on site must be reported to the Parish Clerk immediately.
- Contractors must provide written risk assessments and method statements where necessary, before commencing work for or on behalf of the Parish Council.

2.4 Duties and Responsibilities of all Visitors

Rogate Parish Council owes a duty of care to visitors to the areas under the control of the Parish Council. Parish Councillors will ensure so far as is reasonably practicable that safe access and egress is available and that that areas and facilities are maintained in a safe condition.

3. ARRANGEMENTS

3.1 Enforcement agency. The enforcement agency for Local Authorities is the Health & Safety Executive. Any site visit carried out by Statutory Inspectors shall be co-ordinated with the full cooperation of Parish Councillors and any recommendations carried out as soon as reasonably practicable.

3.2 Risk Assessments. Generic and, where necessary, specific risk assessments will be co-ordinated by the Parish Clerk for all public areas and village assets controlled by the Parish Council. These assessments will be recorded, and controls measures monitored and reviewed annually.

3.3 Training. Parish Councillors are responsible for ensuring that appropriate health & safety training is provided for employees and voluntary workers. The Parish Clerk is responsible for maintaining records of such training.

3.4 Accident reporting: The Parish Clerk must be notified immediately if an accident occurs to anyone whilst on Parish Council business. This includes Parish Councillors, employees, voluntary workers, visitors, contractors etc. A form in the accident book held by the Parish Clerk must be completed and returned to the Clerk. The Parish Clerk will ensure that the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with. Where required, accidents and near misses shall be investigated by the Parish Clerk and remedial actions recommended to the Parish Council where necessary.

3.5 Procurement of Materials, Equipment & Contractors Anyone who purchases or hires materials, equipment or contractors on behalf of the Parish Council must ensure that they have read and fully understand this health and safety policy. All suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required. This information must then be passed on to the Parish Clerk in order to be recorded.

3.6 Inspections & Documentation Review An annual inspection of village assets will be carried out and the findings recorded. Any serious defects/items for attention must be actioned immediately. Activity risk assessments, the health and safety policy document and all other health and safety documentation will also be reviewed annually taking into account any changes in personnel, procedural or physical changes.

4. LEGISLATION

Legislation of particular relevance to the Parish Council activities are:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations (1999)

Occupier's Liability Act (1957, Revised 1984)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995)

Environmental Protection Act (1990)