

# **Carbrooke Parish Council Health and Safety Policy**

## **POLICY STATEMENT**

Carbrooke Parish Council recognises its responsibility to provide a safe and healthy environment for its employees, volunteers, contractors and all those who use its facilities and services. The council is committed to meeting its responsibilities under the Health and Safety Work Act 1974. Where necessary, the council will seek specialist technical advice on Health and Safety matters.

The council will achieve this aim by meeting the following objectives:-

- a. By providing a safe place of work and a safe working environment.
- b. By providing and maintaining safe facilities for the public.
- c. By carrying out annual Risk Assessments of all council owned assets and facilities.
- d. By offering appropriate training to its employees and volunteers.

## **IMPLEMENTATION**

It is the duty of every employee to maintain safe systems of work and to take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work. Employees must carry out a Risk Assessment of all activities undertaken in the performance of their tasks and duties.

It is the duty of every volunteer to maintain safe systems of work and to take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions in the performance of their tasks. It is the responsibility of the volunteers to use appropriate personal protective clothing, where necessary and to ensure that First Aid materials are available.

Volunteers must carry out a Risk Assessment of all activities undertaken in advance of undertaking those activities and to submit a full report to the clerk. It is the responsibility of volunteers to ensure that equipment in their charge is properly maintained and correctly used.

Contractors are expected to have their own Health and Safety policy and to carry out a risk assessment prior to the commencement of work. All contractors will be given a copy of the council's related Notice to Contractors document (see Appendix A).

## **REPORTING AND RECORDING ACCIDENTS**

It is the responsibility of employees to promptly report to the clerk (or chairman) any accident, damage and dangerous occurrences in which they are involved and any illness, physical disability or other impairment of their health which may effect, either permanently or temporarily, their ability to perform their normal work.

## **LONE WORKING POLICY**

The council has introduced a Lone Working Policy to accompany this document (see Appendix B).

## **MONITORING AND REVIEW**

The council is responsible for the monitoring and review of this policy. The policy will be kept up to date, particularly as the Council's activities change in nature and size. In order to ensure this, the policy and the manner in which it is operated will be reviewed annually. Although Risk Assessment is a continuing process, the document shall also form part of the annual review.

Agreed: February 2020.

Review Date: January 2022

## **Appendix A**

### **NOTICE TO CONTRACTORS**

For Carbrooke Parish Council to comply with Health and Safety legislation, all outside contractors employed to do work are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the council shall be deemed to have agreed to comply with the following requirements:

1. You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974 and relevant statutory provisions.
2. You will be expected to carry out your own Risk Assessment of all works to be undertaken in advance of these works being undertaken and to satisfy yourself that you have taken measures to minimise risk.
3. The council will retain the right to stop any operation and or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety or health of employees or members of the public. The council will not accept any responsibility for any increased costs arising out of such action. In the event of the council taking this action, your representative will be notified verbally and will receive confirmation from the council in writing.
4. The council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.
5. The council may notify an inspector, appointed under the authority of the Health and Safety at Work Act 1974, of any breach of the regulations.

## **Appendix B**

### **Carbrooke Parish Council Lone Working Policy**

#### **POLICY STATEMENT**

Carbrooke Parish Council recognises that some staff are required to work by themselves in the community without direct or close supervision, sometimes in isolated areas and out of office hours. The following policy has been written in order to minimise risks for staff working alone away from home and on their own at home. It also covers members visiting or attending meetings on their own.

The council will achieve this aim by meeting the following objectives:-

- Increasing awareness of safety issues relating to lone workers.
- Ensuring that the risk of lone working is assessed as part of a systematic and ongoing process and that safe systems and methods of work are put in place to reduce the risk so far as is practicable.
- Ensuring that support and training is available to all staff and members that equips them to recognise risk and which provides practical advice on safety when working alone.

#### **LEGAL BACKGROUND**

The Health and Safety Executive defines lone workers as 'those who work by themselves without close or direct supervision.' Under the Health & Safety Act 1974 and the Management of Health and Safety at Work Regulations 1999 it is the duty of the council to assess risks to lone workers and to take steps to avoid or control risk where necessary.

#### **RISK ASSESSMENT**

Employees of the council and members have a responsibility to take reasonable care of themselves and other people affected by their work and to co-operate in meeting their legal obligations.

Risk assessment on all activities must be undertaken and wherever possible will minimise risk to individuals by encouraging working in pairs.

- Where work is undertaken by one person then that person must advise someone of the place of activity and the time of the activity. Persons must always carry a mobile phone with the battery charged.

- Where the environment is isolated and access is difficult the person should always advise someone of where they are going and the time they expect to be there and return.
- Employees working from home should not invite members of the public into their home unless the person is known and the meeting is pre-arranged.
  
- Where there is potential for difficulty, employees should arrange for another individual - the chairman or a councillor - to attend at the same time. The meeting should not be at the clerk's home, but in a public building with a telephone.

On completion of a Risk Assessment, consideration will be given to any appropriate action that is required.

## **REPORTING AN INCIDENT**

In order to maintain an appropriate record of incidents involving lone workers, it is essential that all incidents be reported to the clerk, who will identify any immediate action. Staff and members should ensure that all incidents where they feel threatened or 'unsafe' are reported. This includes incidents of verbal abuse.

The council is committed to protecting staff from violence and assault and will support criminal proceedings against those who carry out assault. All staff and members are encouraged to report violent incidents to the Police and will be supported by the council throughout the process.

## **MONITORING AND REVIEW**

The council is responsible for the monitoring and review of this policy. The policy will be kept up to date and reviewed as necessary.

Agreed: February 2020.

Review Date: January 2022.