**Health and Safety Policy**

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**1.0 Introduction**

This Policy contributes to achieving the Council’s declared corporate outcomes:

* effective management
* employees with the right knowledge, skills and behaviour

**2.0 Overview**

**2.1 Health and Safety Objectives**

To eliminate or minimise, so far as is reasonably practicable, the risk of injury or work

related ill health to:

* All Council employees.
* All non-employees of the Council, including the general public, contractors, visitors to Council premises and any other person who may be affected by the activities or undertakings of the Council or its employees at work.
* Councillors.

**2.2 Commitment**

Islip Parish Council (IPC) recognises that it has a duty under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other associated Regulations to ensure Health and Safety and Welfare in the workplace and, to produce and make available to all employees a policy in respect of its health, safety and welfare arrangements.

The Council has introduced a Safety Management System which is the framework for the management and promotion of a positive Health and Safety culture at IPC. This ensures that Health and Safety requirements and needs for systems and activities are appropriately:

* Identified, planned and implemented.
* Monitored and measured.
* Reviewed.
* Updated and improved.

A cornerstone of the successful management of Health and Safety is the Council’s Health and Safety policy documentation. This includes a policy statement, organisational structure and arrangements.

**2.3 Communication Policy**

The Council recognises that it is essential that up to date information is readily and freely accessible to all Council officers at all levels. All Councilors and employees have access to a copy.

**2.4 Health and Safety Policy – Scope**

*Health and Safety at Work Act 1974 (s2.3)*

*(Management of Health and Safety at Work Regulations 1999)*

The IPC Policy contains the following elements:

1. Health and Safety Policy Statement of objectives and intent.
2. Organisational details to achieve objectives.
3. Safety arrangements to ensure the safety of employees, visitors, general public, contractors, councillors.

The sum total of this information is regarded as the IPC **‘Health and Safety Manual’.**

**2.5 Health and Safety Manual - Information Structure**

The Council is mindful of the need to be able to locate information quickly and easily. Thus the ‘online’ Health and Safety Information *front page* is structured to facilitate search. Sections of information are based on activity and trigger words rather than type and structure of document.

To this end all safety arrangements are located within 5 main Sections:

* **Accidents and Emergencies** (Random incidents)
* **Employee Safe Working** (Activities where the individual has the major influence on outcome)
* **Hazard Controls** (Hazards where exposure to risk is controlled mainly by ‘engineering means’)
* **Management Controls** (Activities where Management have the major influence)
* **Risk Assessments** (Concepts, strategy and completed assessments)

**2.6 Clarity of Health and Safety Information**

The Council is mindful that clarity and brevity are essential ingredients for effective understanding and to generate active Health and Safety ‘buy in’ and involvement at all levels.

**2.7 Practical Relevance to Individuals**

The Council is also mindful of the need to capture the interest of employees and managers by providing practical information relevant to needs.

It is the policy of IPC to structure documentation and training to meet these needs.

In practical terms this means a concentration in basic training modules, on ‘what and how to do’ information and a practicable minimum of legal reference and justification.

However the legal aspects are dealt with in more detail and at an appropriate level in training courses for officers with management responsibilities.

**2.8 Local Issues**

This Policy includes common arrangements that are applicable to most Council staff. In addition, each service area may have supplementary arrangements for its own service in order to deal with specific issues.

**3.0 Policy Statement of Intent**

Islip Parish Council recognises and accepts its responsibilities and duties to all its employees and others that may be affected by its work activities in respect of the Health and Safety at Work etc. Act 1974 and supportive Health and Safety Regulations.

The Council will, so far as is reasonably practicable:

* provide and maintain safe and health working conditions and a safe place of work.
* identify the hazards of its work activities and assess the resulting risks to the Health and Safety of employees and other persons not employed by the Council.
* introduce preventive and protective measures to control the above risks and record the management action taken to achieve this.
* make arrangements for controlling the risk to Health and Safety in connection with the use, handling, storage and transport of articles and substances.
* ensure all employees are competent to do their tasks through suitable and sufficient provision of information, instruction and training.
* seek to prevent accidents and cases of work-related ill health and thoroughly investigate them when they occur.
* take action against unsafe or negligent behaviour at any level
* only use competent approved contractors and monitor and audit contractor performance.
* take timely action to address reported defects.
* promote a culture whereby everyone accepts that individually, they have a role to play in maintaining a safe place of work.

Islip Parish Council will consult its employees on matters affecting Health and Safety and co-operate fully in any appointment of safety representatives by recognised trade unions or any representatives of employee safety and will provide them, where necessary, with sufficient facilities and training to carry out this task. The Council would also co-operate in the formation of an internal, staff Safety Committee should this is requested by union safety representatives.

The Council will discharge its responsibilities in matters of health, safety and welfare through the normal system of management and supervision in the various departments and through approved systems of work.

The Council reminds all its employees, whatever their status, of their duties under the Health and Safety at Work Act 1974 to take care of their own safety and that of others. They should also co-operate with management to enable them to carry out their responsibilities successfully.

This policy will be regularly reviewed to ensure that it remains relevant in the light of changes in statutory requirements and/or best practice.

Signed

*Chairman, Islip Parish Council*

Date

**4.0 Organisational Responsibilities**

**4.1 The Council (Corporate Body), as the employer, is ultimately responsible in law**

**for:**

* The health, safety and welfare of the Council’s employees at work.
* The conduct of the Council’s undertakings to ensure the health safety and welfare of the public and other persons not in their employ.

To meet these responsibilities the Council ensures that:

1. There is an effective overall policy for the health, safety and welfare of employees and that adequate funds are available to meet any requirement within the Council.
2. Any necessary changes are made to the Council’s safety policy.
3. The general public is made aware of any situations that arise which may affect their health, safety and welfare, and where reasonably practicable, take steps to eliminate such situations.
4. The Council’s activities do not affect detrimentally, the health safety or welfare of the general public.
5. The Council is organised and has sufficient numbers of competent staff to meet its responsibilities for health safety and welfare.

**The Council**

* Retains overall responsibility for ensuring the provision of a safe and healthy workplace and working environment for all the Council's employees, contractors, sub-contractors and members of the public affected by the Council's activities.
* Makes suitable arrangements to implement and administer the requirements of legislation and of Council policy decisions concerning health, safety and welfare.
* Is responsible for ensuring that the Council reviews Health and Safety matters as and when necessary.
* Is responsible for ensuring that the Council's safety policy is reviewed, updated and implemented.
* The effective communication to all employees within their department of the Council’s safety policy and complementing the policy with specific operational arrangements, instructions or guidance to ensure that types and methods of work are conducted safely.
* Informing the Safety Officer immediately of any report from, contact or correspondence with, or visit by, members of the Health and Safety Executive and, where possible, prior to the event.
* Ensuring that hazardous activities are identified, and that risk assessments and safe working practices, are completed and regularly reviewed with respect to activities within their areas of control and that outcomes are communicated to those affected by the activity.
* Ensuring that any breach of statutory requirements or failure to comply with the Council’s Health and Safety Policy or procedures which cannot be effectively dealt with is referred to the Safety Officer for Health and Safety advice and guidance.
* Ensuring that action (disciplinary procedures if appropriate) is taken in accordance with agreed procedures, against employees who fail to carry out their Health and Safety duties and responsibilities.

* Ensure that appropriate arrangements and reasonable adjustments are made for persons with disabilities in accordance with the requirements of legislation.
* Ensuring that all contractors/sub-contractors works engaged by the department are carried out in accordance with IPC procedures – See Management of Contractors.
* Incidents (near misses, violence, verbal abuse, and dangerous animals), accidents and potentially hazardous locations are reported, recorded and investigated.

* Appropriate and suitable protective clothing or safety equipment is provided, and that employees under their control wear, or use it, and that there are arrangements in place to store, issue and maintain it and that records are kept of its issue.
* All employees under their control receive adequate training and instruction by competent persons in specific tasks and processes as may be necessary to ensure the health, safety and welfare of those employees and those who may be affected by their actions or in-actions.
* Safe working practices and workplace conditions are maintained at all times to ensure the Health and Safety of employees and others who may be affected, particularly those with disabilities or special needs.
* Appropriate competent supervision is provided for all work activities and processes.
* Health and Safety matters which are brought to their attention are dealt with promptly.

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* They work closely with the Safety Officer in respect of matters that may affect the Health and Safety of their employees at work or other third parties, including members of the public.
* (In conjunction with the Islip Sports Committee) any plant and equipment is effectively maintained to a safe standard, including statutory inspection of electrical equipment, manual handling equipment, etc. See
* They maintain and update their own skills, information and knowledge.
* Any training needs (including self) are identified and reported so that appropriate training may be organised.

**4.3 Employee’s Responsibilities**

The Council ensures that employees are made aware of their personal Health and Safety duties and responsibilities as an integral part of the induction training programme.

Employees are required to comply with corporate systems and procedures and have specific duties under legislation.

Employees are made aware that failure to comply with these requirements could expose them to risk of prosecution by the HSE and may result in recourse to disciplinary procedures.

**Every Employee** (at any level) has a legal duty to:

*(Health and Safety at Work Act 1974 – Sections 7, 8)*

The council has one employee, who works from home and a number of volunteers on the Islip Sports Committee

* Take reasonable care of their own safety and the safety of other persons who may be affected by their actions or omissions.
* Cooperate with supervisors and managers on Health and Safety matters.
* Not interfere with, or misuse, anything provided to safeguard health, safety, welfare.
* Use equipment in accordance with training received and instructions provided. Authorised users are listed in the **Equipment Usage Policy**
* Inform the Council of any work situation which represents a serious and immediate danger to the Health and Safety of employees or the public.
* Inform line managers of any shortcomings in Health and Safety arrangements, which could include concerns regarding defective equipment, training needs, or safe working systems.

**5.0 Safe Working Systems**

A summary of these arrangements and the philosophy on which they are based is as follows:

**5.1 Risk Assessment (RA)**

The Council is mindful that hazards may exist in any workplace and in any work activity. The Council’s policy is to assess and as appropriate then eliminate or manage the risks posed by these hazards.

The Council ensures that risk assessments are adequate by a process of risk assessment based on:

* An understanding of the risk assessment process as defined in HSE Guidance.
* An understanding of the task, procedures and controls in place.
* An understanding of actual working procedures and accident history.

A review of the councils **Risk Assessment** will occur annually, with action taken if any risk is deemed to be at an unacceptable level

**5.3 Safe Plant and Equipment and Safe Place of Work - Islip Sports Pavilion**

**5.4 Control of Substances Hazardous to Health (CoSHH)**

*Control of Substances Hazardous to Health Regulations 2002 (amendment 2004)*

The Council’s policy is to ensure that exposure to substances hazardous to health is eliminated or controlled to the most reasonably practicable levels.

Substances encountered at work may include, cleaning materials, Fertilisers and Diesel.

The Council has systems and procedures to support the implementation of the policy.

Responsibilities extend throughout the Council’s operations including:

* Ensuring that appropriate assessments are carried out.
* Assessments reviewed as appropriate to level of risk.
* Induction training containing information dealing with the basics of CoSHH.

**5.4.1 Cleaning Chemicals**

The Council’s policy is to select cleaning contractors who demonstrate a positive Health and Safety culture.

**5.7 Accidents, First Aid and Work Related Ill Health**

*Reporting of Disease and Dangerous Occurrences Regulations (RIDDOR) 1995*

*Health and Safety (First Aid) Regulations 1981*

The Council strives for an accident free and healthy working environment. However it is recognised that incidents may occur. The Council has measures and procedures in place to prevent/ avoid accidents and to mitigate their consequences should they occur.

These include:

* First Aid Box provided in kitchen in Village Hall (meeting venue) & Sports Field Changing Rooms
* Accidents reporting procedure – all accidents and incidents of work related ill health are reported to and recorded by the Clerk,.
* The Clerk will inform the council of all accidents and incidents in order to determine level of investigation

**5.10 Fire Prevention and Precautions**

*Regulatory Reform Order (Fire Safety) 2005*

The Council recognises the dangers posed by an outbreak of fire and has a policy to ensure the safety of officers and visitors to its meetings. The Council considers that the prime consideration is to ensure the safety of persons rather than to preserve documentation and buildings.

The policy of the Council is NOT to expect persons to fight fires but to evacuate the premises.

The Council believes that fire prevention is the key to fire safety and has a range of measurers in place to:

* Prevent the outbreak of fire.
* Facilitate safe evacuation of personnel.

**5.10.1 Fire Precautions and Prevention control measures include:**

* IPC has a ‘No Smoking Policy’.
* Maintenance and testing regimes for electrical systems and plant and portable electrical equipment.

**5.10.2 Fire Evacuation**

The Council recognises the need for effective procedures and means of evacuation.

* **should not use a fire extinguisher unless trained to do so.**

However if you discover fire:

* using a **fire blanket** to contain/ extinguish a **small fire**, may facilitate safe evacuation of both self and other persons.

**Only use a blanket if the fire is small and it is safe to do so, and the blanket is readily at hand. Do not delay your evacuation.**

**5.11 Emergency Procedures**

The Council recognises that other emergency situations can occur and has procedures in place for:

* Bomb or other terrorist threats.
* Suspect packages.

These types of incidents require urgent investigations and judgements to be made depending upon many variable factors. General awareness training is given as a part of initial Health and Safety induction.

###### 5.12 Workstation - Display Screen Equipment (DSE)

*Health and Safety (Display Screen Equipment) Regulations 1992*

The operation and services delivered by the Council are based on electronic communication systems. The Clerk spends a substantial part of their working time at a work station.

The Council recognises the need to avoid risk from badly adjusted workstations and advises that the officer perform a DSE audit to ensure their own workstation is set up ergonomically.

* Ensure that all PPE is correctly stored, maintained and cleaned as appropriate.
* Examine all PPE for defects before and after use. Any significant defects should be reported immediately and the PPE exchanged or renewed before further use.
* Report a loss of PPE and never undertake a task without the necessary PPE.

###### 5.15 Violence and Aggression at Work and Lone Working

The Council recognises that while providing a service to the public it is possible that officers could be exposed to violence, aggression and potentially hazardous situations.

The Clerk will only meet members of the public at the designated meeting rooms of the council and will inform the Chairman of the meeting.

In a meeting, when councillors may interact with the public-

* In a potential incident, assess the situation and use own judgment on the sensible action to take. If problems occur or appear likely, the option to retreat should be considered.

**5.17 Driving at Work**

Various officers are required to drive during the working day on Council business.

Officers are expected to follow good driving practice and to ensure that vehicles are road worthy as required by legislation and ‘highway code’ guidance.

**5.18 Management of Contractors**

*Construction (Design and Management) Regulations 2007*

*Hazardous Waste Regulations 2005*

The Council is committed to the policy that contractors providing a service to IPC should operate to the same levels of safety as expected from IPC officers.

Contractors Health and Safety performance is assured by a number of measures including:

* Ensuring that all contractors/sub-contractors engaged are carefully selected to ensure operational competence and have a safe working culture which is in accordance with:
  + generally accepted criteria for evaluation of contractors Health and Safety competence including review of documentation, review of accident/incident performance, and review of operational working practices.
  + all relevant legislation, statutory regulations, etc.
  + the Council’s Health and Safety Policy.
* Ensuring that all contractors/sub-contractors operations are:
  + Audited annually to ensure compliance with the contract conditions.
  + Subject to an ongoing monitoring regime to ensure actual operational adherence to safe working procedures.

**5.19 Management of Workplace Stress**

The Council recognises that stress can occur in any work place

The aims of the Council are:

* To provide a workplace and working conditions which do not promote situations which give rise to stress.
* To promote a positive and supportive culture so that any individual with personal concerns and any managers with organisational issues, may feel comfortable to raise concerns, and feel confident that they will be addressed.

**5.20 Noise at Work**

*Control of Noise at Work Regulations 2005*

The Council’s policy is to:

* Ensure that the noise levels to which officers may be exposed is as low as reasonably practicable and in compliance with legislation.
* Purchase and provide equipment which has low noise emissions, and to apply noise containment measures where necessary.
* Provide appropriate PPE to ensure that any officers are afforded protection from:
  + exposure to any residual noise level.
  + exposure to noise which may be encountered during inspections of non IPC premises.

**5.21 Water Systems and Control of Legionella Bacteria**

The Council recognises that effective water management arrangements are essential to the maintenance of safety in water systems and air conditioning systems.

Management and control measures are operational including maintaining:

* Register of water system.
* Drawings of water systems.
* Maintenance, cleaning, monitoring and inspection regimes.

**5.22 Gas Safety**

The Council recognises that the use of gas can pose potential dangers of fire, explosion and asphyxiation. The Council’s policy is to reduce levels of risk by ensuring that:

* Gas usage is limited to supplying main boilers for building heating only.
* Competent contractors (CORGI registered) are engaged and work is monitored.

**5.23 Electrical Safety**

The Council recognises that the use of electricity can pose potential danger from fire, shock and electrocution. The Council’s policy is to reduce levels of risk by ensuring that:

* Fixed installations are installed and tested in accordance with the IEE wiring regulations.
* Portable electrical equipment is registered, maintained and tested in accordance with an IPC maintenance regime and recognised good practice guidelines.
* Competent contractors, NICEIC registered, are engaged and work is monitored.

**7.0 Review**

The Health and Safety Policy is updated as and when necessary by the Council.

**Relevant Laws**

* Health and Safety at Work etc Act 1974
* Management of Health and Safety at Work Regulations 1999 (SI 1999/3242)
* Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471)
* The Safety Representatives and Safety Committees Regulations 1977 (SI 1977/500)
* The Health and Safety (Consultation with Employees) Regulations 1996 (SI 1996/1513)
* Health and Safety (First-Aid) Regulations 1981 (SI 1981/917)
* Control of Substances Hazardous to Health Regulations 2002 (SI 2002/2677)
* Personal Protective Equipment at Work Regulations 1992 (SI 1992/2966)
* The Manual Handling Operations Regulations 1992 (SI 1992/2793)
* Health and Safety (Display Screen Equipment) Regulations 1992 (SI 1992/2792)
* The Reform (Fire Safety) Order 2005