



## SHENSTONE PARISH COUNCIL

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Clerk of the Council: Miss Shirley O'Mara

### HEALTH AND SAFETY POLICY

This statement has been prepared as a requirement under Section 2 of the Health and Safety at Work etc. Act 1974. It sets out the Council's general policy for safeguarding the health and safety at work of its employees. So far as is reasonably practicable, the Council will ensure that persons not in its employment, who may be affected by its activities, are not exposed to risks to their health and safety.

#### **1.0. Statement of Policy**

- 1.1. Shenstone Parish Council recognises and accepts its duty as an employer to provide a safe and healthy work place and working environment for all employees.
- 1.2. The Council will ensure the health, safety and welfare at work of all employees as far as is reasonably practicable by:-
  - a) Providing and maintaining plant, equipment and systems of work that are safe and without risks to health.
  - b) Ensuring that the use, handling, storage and transport of articles and substances are done in a safe manner without risks to health.
  - c) Providing such information, instruction, training and supervision as may be required to ensure the health and safety of its employees whilst at work.
  - d) Maintaining all places of work for which it is responsible in a safe condition and without risks to health, and by providing and maintaining access to and egress from all such places in a safe condition.
  - e) providing and maintaining a working environment for its employees which is safe, without risk to health and adequate as regards facilities and arrangements for their welfare at work, including appropriate provision of protective clothing and equipment
  - f) understanding and revising from time to time as appropriate, a risk assessment relating to each work area, which encompasses matters relating to occupational health as it affects employees.

1.3 So far as is reasonably practicable, the Council will ensure that persons not in its employment who may be affected by its activities are not exposed to risks to their health and safety.

1.4 The Council will provide competent technical advice on safety and health matters when this is necessary.

1.5 The Council reminds employees of their own duties and responsibilities under Sections 7 and 8 of the Health and Safety at Work Etc. Act 1974,

a) to take reasonable care for the Health and Safety of themselves and of other persons (including non-employees) who may be affected by their acts or omissions at work;

b) to co-operate with the Council in meeting its statutory obligations and contribute positively to the safety and health at work by:-

- i) complying with all statutory regulations and any relevant code of practice;
- ii) maintaining working areas in a tidy condition;
- iii) ensuring any guards provided are maintained in position when any machine or equipment is in use;
- iv) wearing appropriate protective clothing;
- v) operating in accordance with any safe system of working laid down by the Council;

c) not intentionally or recklessly to interfere with or misuse anything provided in the interests of Health, Safety or Welfare or in pursuance of any statutory requirements;

d) report to the Clerk, any accident, however trivial, or dangerous occurrence or defective protective equipment they have experienced, witnessed or which may have been made known to them and any other matters which may be relevant in assessing the risk of an accident or dangerous occurrence at the place of work, in accordance with Regulation 12, Management of Health and Safety at Work Regulations, 1992.

## **2.0 Organisation**

2.1 The Clerk will be responsible to the Council for the overall implementation of the Council's Safety Policy.

2.2 The Clerk will advise the Council on all matters relating to Health, Safety and Welfare.

2.3 The Clerk will carry out the practical day-to-day functions of a Safety Officer.

2.4 The Clerk will report to the Council, any matter relating to Health and Safety or Welfare which is unsatisfactory and/or requires remedial action.

2.5 The Clerk will be responsible for:-

- a) collating accident reports;
- b) organising training in safety matters for existing staff and all new entrants;
- c) arranging risk assessments where necessary.

### **3.0 Implementation of Safety Policy**

3.1 The Council shall provide the necessary finance to comply with the requirements of safety legislation.

3.2 The Council will be responsible for:-

- a) the promotion of accident prevention measures, advice and training;
- b) the identification and elimination of potential hazards;
- c) the development of safe working methods and environments;
- d) regular inspection of work environments to check compliance with established regulations.

3.3 The Council will ensure that there is an effective system of communication with its employees on health and safety matters.

a) If an employee wishes to bring to the attention of the Council any matter which in his/her opinion contravenes the Health and Safety at Work Etc. Act, 1974, Management of Health & Safety at Work Regulations 1999, he/she should do so by first discussing it with the Clerk.

b) The Clerk will refer the matter to the Chairman of the Council.

c) If an employee feels that the matter has still not been resolved to his/her satisfaction, he/she may approach the Chairman who will instruct that the matter be raised at the next meeting of the Council.

3.4 All equipment owned by the Council will be kept in good condition and the Clerk will ensure that provision is made for regular maintenance and inspection.

3.5 The Clerk will be responsible for inspecting and maintaining First Aid Boxes.

3.6 This Statement of the Council's Safety Policy will be reviewed and added to or amended as necessary to take into account changes in legislation, methods of working, machinery or tools.

3.7 Detail of risks, risk assessment, risk management and Health and Safety Executive guidance will be kept in a separate file as an addendum to this Policy.

3.8 A Copy of this Statement and supplements will be issued to all employees.

### **4.0 Health & Safety Regulations**

**4.1 Management of Health and Safety at Work Regulations 1999:** require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.

**4.2 Workplace (Health, Safety and Welfare) Regulations 1992:** cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.

**4.3 Health and Safety (Display Screen Equipment) Regulations 1992:** set out requirements for work with Visual Display Units (VDUs).

**4.4 Personal Protective Equipment at Work Regulations:** require employers to provide appropriate protective clothing and equipment for their employees.

**4.5 Provision and Use of Work Equipment Regulations 1998:** require that equipment provided for use at work, including machinery is safe.

**4.6 Manual Handling Operations Regulations 1992 (Amended 2002):** cover the moving of objects by hand or bodily force.

**4.7 Health and Safety (First Aid) Regulations 1981:** Covers requirements for first aid.

**4.8 Employers' Liability (Compulsory Insurance) Act 1969:** requires employers to take out insurance against accidents and ill health to their employees.

**4.9 The Health and Safety Information for Employees Regulations 1989:** require employers to display a poster telling employees what they need to know about health and safety.

**4.10 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):** require employers to notify certain occupational injuries, diseases and dangerous events.

**4.11 Noise at Work Regulations 1989:** require employers to take action to protect employees from hearing damage.

**4.12 Electricity at Work Regulations 1989:** require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.

**4.13 Control of Substances Hazardous to Health Regulations 2002 (COSHH):** Require employers to assess the risks from hazardous substance and take appropriate precautions.