

# Manston & Hammoon Parish Council

## Health and Safety Policy Statement

Manston & Hammoon Parish Council recognises and accepts its responsibilities to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, contractors, voluntary helpers, members of the public and others who may be affected by the activities of the Council. The Council will meet its obligations under the Health and Safety at Work Act 1974, and will provide, as far as is reasonably practicable, the resources, expert technical advice (where necessary) and appropriate information, instruction and training to assist the Clerk and others in fulfilling these requirements. This policy will be reviewed and updated regularly or following any major changes in legislation, procedures or personnel.

### **1.Responsibilities**

#### ***As the Council's Safety Officer, the Clerk will:***

- Keep informed of relevant health and safety legislation.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
- Make effective arrangements to implement the Health and Safety Policy.
- Ensure that matters of health and safety are regularly discussed at meetings of the Parish Council.
- Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of any relevant risk assessments, summarised in the minutes.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements.
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified accidents, available for inspection if required.
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Executive.

***All employees, contractors and voluntary helpers will:***

- Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Cooperate fully with the aims and requirements of the Council's Health and Safety Policy.
- Comply with Codes of Practice or work instructions for health and safety.
- Undertake any training in health and safety related subjects to ensure that they are competent to carry out their duties
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
- Not misuse any plant, equipment tools or materials.
- Report any accidents or hazardous incidents to the Clerk.

## **2. Specific Arrangements**

### **Display Screen Equipment**

All employees to be informed of the various health conditions associated with the use of display screen equipment. If requested, employees to receive training in the correct use of computers, the positioning of desk, chair, monitor etc to enable them to avoid the various ill health problems. All employees to be aware that their employer will provide an eye test should it be required and provide reimbursement towards glasses as the law provides.

### **Electrical Safety**

All portable appliances owned by the Council to be checked regularly by a qualified electrical contractor.

### **Hazardous Substances**

Hazardous substances (such as weed killers or pesticides) used by any contractor to be kept in suitable conditions, and in a locked container if necessary. If necessary protective clothing should be worn during their use.

### **Manual Handling**

Manston & Hammoon Parish Council follows the Health and Safety Executive guidelines for lifting and no employee is expected to lift over 25kg without assistance. All staff that maybe involved in physical handling will be trained in the correct procedures to adopt.

## **Vehicle Safety**

- No person to drive or operate machinery on Manston & Hammoon Parish Council business unless authorised to do so and holding the appropriate licence.
- Vehicles are only to be used for the purposes intended.

## **Workers of Child Bearing Age**

Should any person in this category notify Manston & Hammoon Parish Council of pregnancy, a risk assessment will be carried out on their work according to the requirements of the Health and Safety at Work Regulations 1999.