

Adopted August 2015
Reviewed and updated 8 August 2016 Minute ref 2016/385
Reviewed and approved 9 August 2017 Minute ref 2017/201
Updated 26 February 2018 Minute ref 2018/SE008
Reviewed and approved 11th February 2019 Minute Ref 2019/032
Reviewed, amended and approved 27 Jan 2020 Minute Ref 2020/031
Reviewed, amended and approved 8th February 2021 Minute Ref 2021/041

Marks Tey Parish Council Health and Safety Policy

This Policy was adopted by the Parish Council at its Meeting held on 3 August 2015 - Minute ref 2015/114

Introduction

Marks Tey Parish Council (MTPC) sets out how health and safety issues are managed and their commitment to planning and managing health and safety at work which is key to achieving acceptable standards and preventing accidents and instances of work-related ill health.

Overall responsibility for health and safety rests with the employer but many day-to-day tasks may be delegated. The policy shows how these tasks are allocated and states exactly who is responsible for different areas.

Scope

This policy applies to all MTPC employees and its purpose is to ensure all necessary precautions are taken by both MTPC and its employees to create a safe and healthy working environment and where possible, minimise risk.

Policy

MTPC accepts the responsibility for providing a safe environment in which all people can work and to take whatever reasonable measures are necessary for accident and fire prevention and to protect the health, safety and welfare of our employees, contractors, visitors and hirers of MTPC premises.

MTPC will endeavour to ensure that all equipment is safe, and provide personal protection if necessary. So far as is reasonably practicable, we will also ensure that our people are given whatever training is necessary to understand the equipment they work with and to be aware of any potential dangers. Information will be provided to employees about particular hazards or dangerous substances related to their jobs.

Most accidents can be avoided by using common sense. Any accident which causes injury results in unnecessary suffering for the victim and inconvenience and expense for the organisation. All accidents should be reported to the Assistant Clerk and recorded in the Accident Book.

The Health & Safety policy will only work with the full co-operation and understanding of all our employees, by ensuring all work is carried out in a safe manner.

All matters affecting health, safety and welfare are kept under constant review. Our policy will be reviewed when necessary, in the light of experience, changes in legislation, and whenever the business grows or changes.

Responsibilities

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Marks Tey Parish Council is responsible for:

- Drafting, implementing, reviewing, and revising policies and procedures to ensure that Health and Safety legislation and guidance is implemented
- Ensuring that risk assessments are in place and that they are comprehensive, fully documented and up to date and reviewed annually by the Premises Committee.

The Parish Clerk is responsible for:

- Ensuring that policies and procedures are implemented
- Ensuring that each new employee is given induction training which includes the precautions and procedures appropriate to his/her specific job and ensure that all new employees are shown the location of first aid boxes, fire exits and fire-fighting equipment. Keeping up to date with Health and Safety matters applicable to our operation
- Reviewing the Health and Safety policy periodically and ensure that safety checks have been carried out.
- Ensure that all members of their team are aware of their roles and responsibilities in all matters of safety, welfare and fire evacuation procedures, and identifying any additional training required.

The Health and Safety Co-ordinator (the Assistant Clerk) is responsible for:

- The maintenance of safety records, providing accident statistics, and keeping a watching brief in changing safety legislation.
- Full investigation of accidents will be carried out with a view to the prevention of future occurrences.
- Ensuring obligations in respect of assessment, control and monitoring of hazardous substances are met
- Ensuring that obligations in respect of risk assessment, control and monitoring of the workplace, work equipment, manual handling operations, personal protective equipment and display screen equipment are met.
- Recording all accidents that occur in the workplace, using an Accident Book.
- Completing weekly, monthly, and yearly checks as set out in the Health and Safety manual
- Completing and updating risk assessments as necessary in respect of the halls and playing fields and ensuring that identified actions are completed and staff are aware of them.

The Cleaner /Keyholders and Booking Clerk are responsible for:

- Day to day responsibility for ensuring the environment is safe and that policies and procedures are adhered to.
- Liaising with hall and field users to ensure their compliance with Health and Safety standards.
- Completing the daily checklist to ensure safety.
- Reporting any concerns immediately.

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All employees - have a responsibility to do everything they can to prevent injury to themselves, their fellow employees and others affected by their actions or omissions at work. They are expected to:

- Ensure they are aware of all their responsibilities regarding Health and Safety
- Follow the organisation's procedures, in particular those involving the reporting of incidents, which have, or may have led, to injury or damage
- Ensure that they are fully trained in the use of all equipment that is relevant to their job
- Ensure they know where the First Aid Box and Accident Book are located
- Ensure they inform the Parish Clerk or Chair about any significant health issues
- Inform the Health and Safety Co-ordinator (the Assistant Clerk) of any serious or imminent danger and report any shortcomings that they see in the safety arrangements. In urgent matters to make the situation safe as far as possible, and where the Assistant Clerk is not available to inform the Parish Clerk or Chair.
- Report all injuries and seek first aid treatment where appropriate
- Follow safe working practices and not remove or alter any safety devices on equipment
- Seek guidance from the Health and Safety Co-ordinator if they are in any doubt concerning any Health and Safety issue
- Keep personal possessions out of sight and wherever possible locked away
- Take sensible precautions if valuable company equipment is taken off site (i.e. do not leave laptops, LCD projectors, mobile phones on view in unattended vehicles)
- Not put themselves in any physical danger (such as attempting to apprehend a burglar)
- To adhere to the Lone Working Policy. Take extra care on winter evenings or if working late when conditions may be dark and hazardous. If working on own, let a colleague or family member know and an approximate finishing time and provide them with a contact telephone number
- Always observe the No Smoking policy
- Do not attempt to lift heavy objects without the assistance of a colleague.

Deliberately breaking or ignoring Health and Safety rules could put employees or their colleagues in danger. Such actions could be considered as disciplinary issues.

Responsibility

The overall responsibility of implementing this policy lies with the Parish Council; however, all staff must understand and comply with this policy.

Monitoring and Review

This policy will be reviewed annually by the Clerk and Assistant Clerk to ensure that it is continually developed and meets current legislation and is made publicly available. It will be reviewed and agreed annually by the Parish Council. Risk assessments, checklists, and any other procedures will be monitored and reviewed by the Premises Committee.