

Tormarton Parish Council

Health and Safety Policy

General Statement of Policy

It is the policy of Tormarton Parish Council to comply with the terms of the Health & Safety at Work etc. Act 1974, the Management of Health & Safety at Work Regulations 1999 and all and any subsequent legislation and to provide and maintain a healthy and safe working environment. Tormarton Parish Council's health and safety objective is as follows.

To be aware of all aspects of Risk on the premises operated by them; and to minimise the number of instances of Risk, Occupational Accidents and Illnesses, ultimately achieving a safe and accident-free workplace.

All employees will be provided with such equipment, information, training and supervision as will be necessary to implement the policy and achieve the objective.

Tormarton Parish Council recognise and accept their duty to protect the health and safety of all visitors to the Council, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

Whilst Tormarton Parish Council will take all reasonable care to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the Council.

An effective health and safety Programme requires continuous communication between employees at all levels and the Parish Council. It is therefore, every employee's responsibility to report immediately any situation that could jeopardise their wellbeing or that of any other person.

ALL injuries, however small, sustained by a Tormarton Parish Council employee at work or any person on Tormarton Parish Council controlled property must be reported to the Parish Clerk and Chairman. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Tormarton Parish Council's health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of the Parish Council's operations occur.

Specific arrangements for the implementation of the policy and the personnel responsible should be constantly kept under evaluation and the new Chair of Tormarton Parish Council should sign this statement annually usually on the occasion of the Council's annual meeting, together with the Parish Clerk

TORMARTON PARISH COUNCIL

HEALTH & SAFETY

GENERAL STATEMENT OF POLICY

SAFETY PERSONNEL

Personnel with individual responsibilities for health and safety within Tormarton Parish Council are as shown in Annex A.

CONSULTATION

Tormarton Parish Council is aware that communication between all employees is an essential part of effective health and safety management. Consultation will be facilitated by means of the Full Council, which meets every month. The health & safety responsibilities of the council are outlined in Annex B.

The purpose of the Committee is to provide a forum in which information may be transmitted and employee questions on health and safety issues may be satisfied. These meetings are also an effective way of assessing, reviewing and updating the continuing effectiveness of the health and safety policy.

COMMUNICATION

Tormarton Parish Council will endeavour to communicate effectively to employees their commitment to safety and to ensure that all employees are familiar with the Council health and safety policy.

CO-OPERATION AND CARE

Co-operation between employees is fundamental to a successful health and safety policy leading to a healthy and safe working environment.

All employees are expected to co-operate with the health and safety officer, and to accept their individual duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the Council.

SAFETY TRAINING

Tormarton Parish Council regards safety training as an indispensable ingredient of an effective health & safety programme. It is essential that employees in the organisation be trained to perform their job effectively and safely. Tormarton Parish Council will endeavour to train all employees in safe working practices and procedures, prior to being allocated any new role.

Training sessions will be held at regular intervals and will provide another opportunity for workers to express any concerns they might have regarding their jobs. The Clerk and Chairman are responsible for effective on-going safety training on a day-to-day basis

WORK EQUIPMENT AND PERSONAL PROTECTIVE EQUIPMENT

With regard to work equipment and personal protective equipment it is the policy of Tormarton Parish Council to comply with all relevant legislation and to comply with the law as laid out in the Provision and Use of Work Equipment Regulations 1998. The Parish Council will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is being used and will be maintained in good working order and repair. All workers will be provided with adequate information and training to enable them to use work equipment safely and to be protected where relevant.

FIRE SAFETY

It is the policy of Tormarton Council to comply with the law as set out in the Regulatory Reform (Fire Safety Order) 2005.

The Clerk and the Chair are responsible for ensuring the safe provision and maintenance of fire prevention and detection equipment, and their efficient use, on all sites.

ACCIDENT REPORTING AND FIRST AID

Tormarton Parish Council will make all efforts to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Council have a duty to ensure that in the case of death, injury or accident to any person involved in the premises a full report must be completed in line with the statutory regulations and within the prescribed time scale. Because of the seriousness of this, a full description of the accident procedure is set out in Annex C.

Basic details of First Aid are also detailed in Annex C and it is the responsibility of all staff to ensure that they are aware of the location of both the accident book and the first aid kit on all sites. Emergency procedures for each site are located at each site and should be followed.

Overall Responsibility for Health and Safety Implementation

The Chair and the Clerk

Delegated Overview, Daily Implementation Overview and Recording

Councillors

Actioning, recording and reporting on a daily basis

All Employees, either as directed, or in the course of their normal daily duties.

EMPLOYEES WITH SPECIFIC RESPONSIBILITIES AS SHOWN BELOW

FIRE SAFETY

All Employees, either as directed, or in the course of their normal daily duties.

TORMARTON PARISH COUNCIL

FULL COUNCIL

The Area of Competence of the Full Council includes:

To consider, report and ensure implementation of all Health & Safety Issues and matters for which Council is responsible. The Committee acts as a vehicle to consider, discuss, and recommend solutions to Health & Safety Issues affecting Tormarton Parish Council.

Accident Investigation & Reporting and First Aid

It is the policy of Tormarton Parish Council to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

ALL accidents must be logged in the accident book on each individual site and countersigned by the Clerk or the Chairman, as soon as possible after the accident has been reported. Once the accident form has been completed it is to be forwarded to the office as soon as is possible.