



HEALTH & SAFETY POLICY STATEMENT

Introduction and duties

1.1. The Health and Safety at Work Act 1974 sets out the general duty of employers, and states the main principle as 'it shall be the duty of every employer to ensure, as far as is reasonably practical, the health, safety and welfare at work of all its employees.'

1.2. Whyteleafe Village Council (the 'Council') recognises and accepts this responsibility, and for the health and safety of any other person who may be affected by its activities as far as is reasonably practical.

1.3. The Council also recognises that every accident, however slight, is a matter for concern and will actively promote health and safety at all times.

1.4. The Health and Safety at Work Act 1974 also sets out the duties of employees while at work.

1.5. The responsibilities of employees and Council members include taking part in risk assessments, inspections, responding to reports of incidents and accidents and to participate in H&S training e.g. how to use of equipment correctly, manual handling and dealing with potentially hazardous substances e.g. strong cleaning agents.

2. Risk management

2.1. The Council will adopt a sensible approach to risk management designed to:

- Ensure that staff and the public are properly protected
- Ensure that risks are managed responsibly
- Ensure that the precautions taken are appropriate to the perceived level of risk

2.2 The Council will create risk assessments for all its activities that relate to the health and safety of its staff, members and volunteers.

2.3. The risk management approach will ensure the Council does not:

- Use 'Health and Safety' as a reason for preventing an activity
- Scare people by exaggerating risks or publicising trivial risks
- Create unrealistic demands prior to agreeing an activity

3. Risk assessments



3.1. The Management of Health and Safety at Work Regulations 1999 require employers to carry out risk assessments.

3.2. A risk assessment should be a practical exercise examining what could cause harm to people, and putting in place controls to minimise the identified risks. The process should result in a written document and should include provisions for anyone who has particular needs (such as disabilities or pregnancy).

3.3 Each risk assessment should be regularly reviewed for its appropriateness to current and future circumstances.

3.4. The Health and Safety Executive (HSE) promote a risk assessment process which follows these steps:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record the findings and implement them
- Review the risk assessment and update if necessary

3.5 The Council recognises that advice on developing adequate procedures and risk assessments are available, for example, from the following:

- the Health & Safety Executive
- National Association of Local Councils
- the Council's insurer.

3.6. The Clerk or nominated Councillor will conduct risk assessments for any event organised by the Village Council, and report the findings to the Council. The risk assessment will be reviewed prior to the start of each event and the measures therein implemented.

3.7. The Clerk will conduct a risk assessment of the Clerk's day-to-day working premises (the 'Office') and report the findings to the Council.

3.8. A record of all risk assessments will be retained by the Clerk at the Office, including details of any remedial action taken.

3.9. A written record of any accidents, injuries or incidents will be retained in the Office and referred to when creating or updating any risk assessment.

4. Whyteleafe Village Council responsibilities

Whyteleafe Village Council and its Councillors:



4.1. will ensure all employees/Councillors are trained in the use of any work items provided to them to fulfil their duties.

4.2. will actively involve staff members/Councillors in completion of risk assessments connected to their respective roles, and encourage staff members to raise any health and safety concerns they have with the Council.

4.3. will meet its obligations to consult with its employees as detailed in the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committee Regulations 1977.

4.4 will provide the resources to keep its employees, Councillors and volunteers sufficiently resourced in order to protect their safety and health e.g. by providing personal protection equipment and First Aid equipment and materials. A First Aid box, available for use by the Council, will be kept in the Office.

4.5 have a responsibility to report accidents, ill health, hazardous situations and broken equipment to the Clerk for recording and, if applicable, follow-up action.

4.6. must report major accidents and/or injuries to the H&S Executive.

5. Insurance

5.1. The Council will meet its legal obligations to insure against liability or disease to their employees arising out of their employment under the provisions of the Employers' Liability (Compulsory Insurance) Act 1969.

5.2 Contractors should be checked for their competence to work safely (e.g. evidence via method statements) and provide evidence of adequate Public Liability insurance cover (e.g. £5m).

5.3 The Clerk must make available the current Employers' Liability Insurance Certificate and retain all prior copies at the Office.

6. Legislation

6.1 The Council will be mindful of other legislation relating to its H&S responsibilities and risk assessments such as, but not limited to,:

- Health & Safety Act 1974 s.3(1) and s.3(3) e.g. includes persons not directly employed but who may be affected e.g. contractors, visitors, public
- Health & Safety Act 1974 s.2(3) e.g. written statement of general policy
- Health & Safety Act s.3 e.g. carry out risk assessments



- Personal Protective Equipment at Work Regulations 1992
- The Health & Safety (First Aid) Regulations 1981
- The Workplace (Health, Safety and Welfare) Regulations 1992 - indoor temperatures, workstations and seating, drinking water and Health & Safety (Display Screen Equipment) Regulations 1992.
- Health & Safety Information for Employees Regulations 1989 (as amended)
- Health & Safety Act s.7 - duty of employees
- Manual Handling Operations Regulations 1992
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Employers' Liability (Compulsory Insurance) Act 1969.