

RINGMER PARISH COUNCIL
HEALTH AND SAFETY POLICY

Revised draft 14th May 2020

INTRODUCTION

It is the policy of Ringmer Parish Council to comply with all Health and Safety Legislation, and to achieve and maintain high standards of health and safety.

Ringmer Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy workplace and working environment for its employees.

It is important that anyone who works for Ringmer Parish Council is familiar with these arrangements and complies with the policy, risk assessments and safety procedures.

OBJECTIVES

Ringmer Parish Council is committed to the following objectives:

- maintaining a healthy and safe working environment
- preventing injuries and ill health
- ensuring that everyone understands their responsibilities for the safety of themselves, their colleagues, contractors, visitors, volunteers etc.
- promoting the health, safety, and welfare of all its employees.

ORGANISATION / ARRANGEMENTS

Full Council is responsible for this policy and the Clerk, as Proper Officer, is responsible for ensuring its' implementation.

Full Council will ensure that the adequacy of this policy is kept under review at least annually, inspection and reporting mechanisms are robust, and the implementation of recommendations is effective.

Staff will be issued with a copy of this policy, which they are required to sign to confirm they have read and understood it. Appropriate training will be provided to enable staff to implement this policy.

RISK ASSESSMENT

Ringmer Parish Council will undertake a detailed operational Risk Assessment on an annual basis. This will be reviewed by the Clerk, as the Proper Officer and presented to Council on an annual basis.

All contractors are required to undertake and supply documentation relating to Risk Assessments for any work undertaken for the Parish Council.

Such risk assessments must include advice on safe systems of work and steps to further reduce potential risks when undertaking or supplying services to the Council; for example production of safety data sheets of any chemicals used under the Control of Substances Hazardous to Health Regulations (COSHH) or other higher risk activities including / but not exclusively; COVID-19, construction, asbestos removal, working at height, use of grounds maintenance machinery or equipment, servicing electrical systems and equipment, gas appliances, working in confined spaces.

All contractors are required to produce valid and sufficient public liability insurance and a copy of their Health and Safety Policy if employing five or more employees.

All copies of signed Health and Safety Policies, Accident reports and signed Risk Assessment documentation will be retained in a secure format / location for a minimum of seven years or other period defined by civil law.

REPORTING

Defect Reporting

Any known defect, which could endanger health or safety, must be reported to the Clerk and this report recorded, investigated and rectified if needed.

Incident Reporting, including Verbal Abuse

All accidents and dangerous occurrences must be reported in the accident book held by the Clerk. Reports must include date, time, place and details of the incident.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Where required by the law serious injuries and dangerous occurrences must be reported to the Health and Safety Executive / Local Authority in accordance with the requirements of RIDDOR legislation.

Signed

Dated.

Chair Ringmer Parish Council

This policy is to be reviewed no later than May 2021.
