



## **HEALTH & SAFETY POLICY STATEMENT**

Wembury Parish Council recognises that the health, safety and welfare of employees, councillors and others working on its behalf is extremely important.

To this end Wembury Parish Council will:-

*Provide and maintain a clean, healthy and safe working environment so far as is reasonably practicable.*

*Ensure that the health and safety policy is fully implemented as far as is reasonably practicable.*

*Consult with employees and councillors regularly to ensure the effectiveness of this policy and to offer an opportunity for their views on changes required.*

*Expect employees, councillors and contractors to co-operate in carrying out this policy and to ensure that in their own work, so far as is reasonably practicable, they do not create risk to themselves or others.*

*Provide Health and Safety training as necessary.*

*Allocate resources as appropriate to ensure, so far as is reasonably practicable, that those working for or on behalf of Wembury Parish Council do so in a safe and healthy manner.*

*Maintain assets in a safe and healthy condition.*

*Review and improve this policy in the light of changing standards and information gathered from monitoring performance.*

Wembury Parish Council has appointed the Clerk, for the time being, as ultimately responsible for implementing the health and safety policy within the parish council and the Clerk should be contacted if there are any problems with this policy.

The Wembury Parish Council Health and Safety Policy is held by the Clerk.

May 2018



## **HEALTH & SAFETY POLICY**

### **WEMBURY PARISH COUNCIL ORGANISATION**

The Wembury Parish Clerk holds the Health and Safety Policy documentation.

The Health and Safety Policy will be reviewed annually by Wembury Parish Council.

The Clerk will inform councillors and contractors of the Wembury Parish Council Health and Safety policy as necessary.

The Clerk will receive advice from external bodies or consultants as necessary.

### **ARRANGEMENTS**

The following arrangements are made to ensure that Wembury Parish Council fulfils its responsibilities in respect of health and Safety.

Wembury Parish Council only employs a Clerk.

Wembury Parish Council has limited resources and the following arrangements are considered to be reasonably practicable.

### **RISK ASSESSMENTS**

Generic Risk Assessments have been carried out and are attached as Appendix No 1.

Specific project risk assessments will be produced from time to time, as required.

Wembury Parish Council will review the Risk Assessments on an annual basis.

### **ACCIDENT REPORTING**

Employees, councillors or contractors working on behalf of Wembury Parish Council must report accidents, near misses or ill health to the Clerk.

The Clerk will report the incident to the enforcing authority as necessary.

Risk Assessments will be reviewed following the report of an accident or incident.

### **FIRE & EMERGENCY EVACUATION**

Wembury Parish Council will take reasonable steps to ensure that any premises it hires for public meetings or otherwise has a suitable means of raising the alarm in the event of fire and that suitable emergency escape routes are available and kept clear.

Where necessary, the fire evacuation procedure will be explained at the start of the meeting and any condition of Fire Certificates relating to the occupancy and use of buildings will be complied with.

## **LONE WORKING**

Employees and councillors are lone workers from time to time, but the risks are considered to be low to medium.

Employees and councillors will carry out their own risk assessment and will avoid lone working for higher risk activities such as working at height or in situations where violent confrontation may be expected.

## **DRIVING**

Employees and councillors working for Wembury Parish Council must comply with the Highway Code and Road Traffic Acts, including ensuring that their vehicle is maintained in a safe condition and that their insurance covers them on Wembury Parish Council business.

The use of mobile telephones when driving is prohibited.

## **VDU / DSE**

The Clerk is employed on a part time basis and the risk of ill health from from the Clerk or councillors using Display Screen Equipment is considered to be low.

## **MANUAL HANDLING**

There are no particular manual handling risks, however, employees and councillors must not attempt to handle or lift more than they can comfortably cope with when on Wembury Parish Council business.

If in doubt, employees or councillors must seek assistance.

## **SUBSTANCES HAZARDOUS TO HEALTH**

Wembury Parish Council will avoid using hazardous substances so far as is reasonably practicable.

The manufacturer's instructions and safety data sheets will be used to carry out a risk assessment for the use of any such substances.

Operatives must wear recommended personal protective equipment when handling any hazardous substances.

## **CONTRACTORS**

Contractors must make their own provision for Health and Safety when working for Wembury Parish Council.

When Wembury Parish Council employs a contractor it will ensure that the contractor is competent in terms of health and safety and take reasonable steps to ensure that the contractor has a safe system of working before starting work.

## RISK ASSESSMENT

Area	Risk(s) Identified	Risk Level H/M/L	Potential Impact H/M/L	Management/Control of Risk	Review/Action Required
<b>Assets</b>					
Lighting columns Bus shelters Seats / benches Notice boards  Office equipment Guide books O/s maps	Inadequate protection, security and maintenance of physical assets.	Medium	Medium	Assets fully insured. Annual inspection. Works carried out as necessary to minimise risk  Kept in office environment or in a locked store	Insurance policy to be reviewed annually.  Annual checks made on assets and works necessary identified.  Annual budget reviewed accordingly
Insurance	Inadequate cover or over insurance increasing costs unnecessarily.	Low	Medium	Annual review of insurance with brokers. Annual review of asset values.	Maintain existing procedures.
<b>Liability</b>					
Third parties	Risks to third party, property or individuals	Medium	Medium	Public & Products liability insurance in place (limit of indemnity £10m)	Insurance cover to be reviewed annually. Risk assessments of individual events.
Staff	Compliance with Employment Law	Medium	Medium	Employer Liability insurance in place (limit of indemnity £10m)	Insurance cover to be reviewed annually
All personnel	Health & Safety matters	Medium	Medium	Health & Safety policy in place	Maintain existing procedures
Legal	Conduct of Council business is ultra vires	Medium	Low	Clerk to verify legal position for any new proposal	Legal advice to be sought where required
<b>Administration</b>					
Councillor propriety	Incomplete register of interests.	Medium	Low	Regular reminder to members	Maintain existing procedures
Councillor propriety	Failure to declare interests	Medium	Low	Regular reminder to members	Maintain existing procedures
Councillor/staff propriety	Breach of confidentiality	Medium	Low	Regular reminder to members/staff	Maintain existing procedures
Reports	Improper and untimely reporting of meetings via the minutes	Medium	Medium	Council to meet monthly to receive and approve minutes of meetings held in the interim. Minutes to be made available to press and public and via the Council website	Maintain existing procedures

Records	Loss of records either paper or electronic	Low	Medium	Important documents to be stored away from working site Electronic records to be backed up regularly and stored on a separate electronic system	Maintain existing procedures  Maintain existing procedures – Regularly validate stored data
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Reviewed at Wembury PC meeting on 20<sup>th</sup> May 2019

Approved in Minute :- 19-063