

Policy Statement of Intent

LLANDYBIE COMMUNITY COUNCIL (hereafter referred to as the Council) recognises its responsibilities under the Health and Safety at Work Act, for ensuring so far as is reasonably practicable, the health, safety and welfare of its employees.

The Council attaches the greatest importance to health and safety and considers it to be a management responsibility ranking equally with other management functions of the Council.

It is the policy of the Council to take all reasonably practicable precautions for the prevention of accidents, dangerous occurrences, and occupational ill-health and for the creation of working conditions that safeguard the health and safety of its employees. To this end, the Council will allocate, as far as is reasonably practicable, the necessary resources and enlist the active support of its employees, upon whom duties are also imposed by the Health and Safety at Work Act 1974.

The Council will ensure so far as is reasonably practicable that the health and safety of users of facilities and members of the public are not adversely affected by its work activities or by the condition of premises or facilities under its control.

The Council will provide its employees with adequate instruction and training so that they can perform their duties safely.

The Council will comply with all statutory provisions but regards the standards set by the relevant statutory provisions as the minimum standard which must be achieved and will endeavour to improve upon these standards where reasonably practicable.

This policy, including the organisation and arrangements for health and safety that form part of it, will be reviewed regularly and modified and updated as necessary.

Organisation

1. It is the responsibility of the Council to ensure the full implementation of this policy and compliance with all statutory instruments relating to health and safety.
2. The Clerk to the Community Council has a day-to-day responsibility for the effective application of safety arrangements and rules and for ensuring that there is adequate training and instruction.

3. The Clerk and the Technical Officer have duties imposed on them by the Health and Safety at Work Act 1974 and subsidiary legislation. The principal duties are:
 - (a) to take reasonable care for their own health and safety and for the health and safety of other persons who may be affected by what they do or fail to do at work
 - (b) to co-operate with their employer in any measures taken to safeguard health and safety at work
 - (c) to inform their employer without delay of any work situation which may present a serious and imminent danger
 - (d) to notify their employer of any shortcomings in any health and safety arrangements so that remedial action can be taken if needed

It should be noted that disciplinary proceedings may be taken against employees for deliberate breaches of safety laws and the Council's safety rules.

Arrangements

Risk Assessments

The Council will undertake to carry out a general assessment of risks arising from workplace hazards. This will be followed by an assessment of the risks arising from jobs and tasks covered by specific regulations. (Control of Substances Hazardous to Health Regulations 2000, Display Screen Equipment Regulations 1992). The risks arising from identified hazards will be controlled and minimized so far as is reasonably practicable. Risk assessments will be reviewed whenever tasks change, and at reasonable intervals to ensure that they remain valid.

Accident Reporting

All accidents and 'near miss incidents' must be reported to the Clerk of the Community Council as soon as possible. Details of Injuries should be entered in the accident book. This includes details of accidents involving users of facilities and members of the public on Council premises where these are reported to Council staff.

The Clerk to the Community Council will be responsible for reporting such accidents to the Health and Safety Executive as is required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Accident investigation

All accidents will be investigated in order to establish the causes. Controls will be put in place, so far as is practicable, in order to prevent a recurrence of the accident. Following any accident, the risk assessment for the relevant task or area of work will be reviewed.

Condition of premises

A competent person will inspect the Council's premises and property on a regular basis to identify any repairs which may be required in order to ensure that the premises are safe for employees, users and other members of the public.

Repair work will be attended to in order of priority.

Members will report any safety hazards which come to their attention, arising from the condition of Council buildings or land under their control, to the Clerk of the Community Council.

Prevention of fire

Council Offices will be inspected regularly by fire prevention officers from the Fire Service. Any requirement made by the fire prevention officers in the interest of fire prevention will be carried out.

- Fire-fighting equipment is inspected regularly and serviced where appropriate.
- Fire escape routes will be kept clear and fire exits kept so that they can be easily opened from the inside.
- Staff will be instructed in what to do in the event of discovering a fire and on hearing the fire alarm.
- The storing of large quantities of combustible materials will be avoided.
- No smoking is allowed on the premises.

Housekeeping

Council facilities including access ways to premises are to be kept in a reasonably clean and tidy condition at all times in order to minimize the risk of slips, trips and falls. External paths and entrances are to be clear so as to ensure safe access and egress.

Work equipment

The Council will ensure, as far as is reasonably practicable, that all users of its work equipment are competent and trained to use the equipment in a safe manner. The Council will keep all work equipment operated or used by its employees in a safe working condition and a good state of repair. If equipment is defective, appropriate action will be taken to effect repairs where necessary or report defects in hired equipment to the hirers.

Home working

Where employees of the Council are required to carry out work in their own homes, the Council will:

- assess the risks arising from any hazard
- ensure that any work equipment provided by the Council is safe
- ensure that any display screen equipment workstations are assessed.

Manual Handling

In order to avoid manual handling injuries, it will be the aim of the Council to eliminate manual handling where reasonably possible.

Electricity at work

The Council will ensure that any electrical installations and equipment are kept safe and maintained on a regular basis. Fixed electrical installations and equipment will be inspected regularly by competent electricians and any repairs deemed necessary for safety will be carried out without delay. Portable and transportable electrical equipment will be PAT (portable appliance testing) tested by competent persons. Users of portable equipment will visually inspect equipment prior to use and report any defects immediately.

First aid

The Council will assess the requirement for First Aid provision and provide such first aid equipment in its offices and training as is required.

Hazardous substances

The Council does not hold any such substances

The environment

The Council will ensure that all materials and substances are used and disposed of in accordance with the Environment Protection Act 1990.

Display screen equipment

The Clerk and Technical Officer are 'users' of display screen equipment, as defined by the Health and Safety (Display Screen Equipment) Regulations 1992. Risk assessments will be carried out to assess the risk of work related upper-limb disorders and other computer-related illnesses. The Council will ensure that all work stations comply with legislation requirements.

Use of premises by others

The Council will ensure, as far as is reasonably practicable that its premises, property, fittings and any equipment provided are safe and free from hazards. Users are responsible for conducting their activities in a safe manner. Any damages to Council premises or property must be reported immediately.

Monitoring of safety arrangements

The Council will carry out regular checks to ensure that any safety arrangements set up remain in place and continue to be effective.

Reviewed by the Policy Committee on the 1st February, 2017 and confirmed by the full Council on the 22nd February, 2017.

Signed _____ Chair

Signed _____ Clerk