

Wingerworth Parish Council – Health and Safety Information

1. Health and Safety responsibilities of all employees

It is the responsibility of all employees to take care of their own safety and the safety of others under the Health and Safety at Work Act 1974. All employees have a duty of care to ensure that their activities whilst at work do not create a hazard or risk to the health and safety of themselves, their fellow employees, members of the public, customers, visitors and contractors.

Employees must:

- Take reasonable care for the health and safety of themselves, and others who may be affected by their acts or omissions at work
- Be aware of and follow the rules and procedures relating to their work and report all difficulties or hazards liable to endanger them or other persons
- Co-operate with management with regard to agreed health and safety arrangements and procedures
- Report details of any accident or near misses to the nominated person as soon as possible
- Ensure any spillages are dealt with immediately, having due regard for the nature of the spillage
- Use equipment only when authorised and properly trained to do so
- Report any defects in equipment to the nominated person
- Ensure all employees, contractors and visitors are made aware of the health and safety information

2. Risk Assessments

Risk assessments have been completed and documented in the safety file, a copy of which is available in the workplace for all staff and other parties to read.

Control measures identified as a result of these risk assessments have been implemented so far as is reasonably practicable by the management. Members of staff are also instructed on these measures; training is given as appropriate and measures put in place to ensure their effective implementation.

3. Consultation Arrangements

Employees will be consulted on any changes in the organisation or activities which have an impact on the health and safety of themselves or members of the public.

4. First Aid and Accident Reporting

A trained first aider is on site at the Parish Hall during normal operating times. A first aid box is held in the office, the contents are maintained by employees.

An accident report book is kept in the office with the first aid box, all accidents and near misses must be recorded in the book. Any serious accidents must be reported to the enforcing officer under the RIDDOR Act 1997. This report can be made via the website www.riddor.gov.uk or by telephone 0845 300 9923.

5. Health and Safety Training

The Council is committed to providing all necessary training, instruction and information in matters relating to health and safety, including manual handling, fire and emergency action, safe use of electrical and mechanical equipment and any other statutory requirements as identified.

6. Accident Prevention

The risk assessment schedule defines those tasks and situations which are potential accident hazards. Control measures implemented as a result will minimise the potential for accidents. Safety training as above will supplement this and will ensure employees are aware of the need for constant vigilance regarding their own safety and that of others affected by their work.

7. Arrangements for Contractors

From time to time contractors will be allowed into and onto the premises for various purposes, including window cleaning, electrical work and maintenance. All contractors will be made familiar with any potential areas of risk to themselves and others and the fire and emergency procedures. Contractors will instruct employees of any hazards and risk activities, and any control measures which will be in force while they are on the premises.

8. Competent Person

The Management of Health and Safety Regulations require that a competent person be appointed to ensure that the organisation meets its legal requirements under safety legislation. For the Parish Council the Premises Manager is responsible with support from health and safety consultants who prepare annual audits.

9. Arrangements for Review

This document, the health and safety policy, the risk schedule and other safety information will be kept under regular review and will be revised whenever a significant change takes place.

Health & Safety Legislation:

- The Health & Safety At Work etc Act 1974
- The Management of Health & Safety At Work Regulations 1999
- Health & Safety (Display Screen Equipment) Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personal Protective Equipment At Work Regulations 1992
- Reporting Of Injuries, Diseases And Dangerous Occurrences Regulations 1995
- Electricity At Work Regulations 1989
- Control Of Substances Hazardous To Health Regulations 2002
- Health And Safety (Workplace) Regulations 1997
- Fire Precautions Act 1971
- Fire Precautions (Workplace) Regulations 1997
- Offices, Shops and Railway Premises Act 1963

This is not a definitive list, other legislation may be relevant.

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