

Barnton Parish Council (BPC)

Policy Title: Health & Safety Policy	Ref: BPC 05
Author: Lynn Gibbon	Date: January 2013 Version 2 Review Date: January 2014

Introduction

BPC sets out how health and safety issues are managed and their commitment to planning and managing health and safety at work which is key to achieving acceptable standards and preventing accidents and instances of work-related ill health.

Overall responsibility for health and safety rests with the employer but many day-to-day tasks may be delegated. The policy shows how these tasks are allocated and states exactly who is responsible for different areas such as first aid, health and safety and fire risk assessments and investigating accidents.

Scope

This policy applies to all BPC employees and its purpose is to ensure all necessary precautions are taken by both BPC and its employees to create a safe and healthy working environment and where possible, minimise risk.

Policy

BPC accepts the responsibility for providing a safe environment in which all people can work and to take whatever reasonable measures are necessary for accident and fire prevention and to protect the health, safety and welfare of our employees, contractors, and visitors to BPC premises.

BPC will endeavour to ensure that all equipment is safe, and provide personal protection if necessary. So far as is reasonably practicable, we will also ensure that our people are given whatever training is necessary to understand the equipment they work with and to be aware of any potential dangers. Information will be provided to employees about particular hazards or dangerous substances related to their jobs.

Most accidents can be avoided by using common sense. Any accident which causes injury results in unnecessary suffering for the victim and inconvenience and expense for the organisation. All accidents should be reported to the Clerk and recorded in the Accident Book.

The Health & Safety policy will only work with the full co-operation and understanding of all our employees, by ensuring all work is carried out in a safe manner.

You, as an individual, have responsibilities under the Health and Safety at Work Act. You should report any source of danger such as faulty equipment to the Chair of BPC or the Clerk. You must carry out all health and safety instructions that may affect you, your colleagues, or the public. Failure to do so may result in disciplinary action - or even prosecution.

All matters affecting health, safety and welfare are kept under constant review. Our policy will be reviewed when necessary, in the light of experience, changes in legislation, and whenever the business grows or changes.

Safety information

- The fire evacuation procedures is detailed in the handbook - it is your responsibility to ensure you know what to do in the event of a fire
- Fire drills are held under the direction of the landlord.
- Please ensure you know who is responsible for First Aid
- Fire exits must be kept clear at all times and fire extinguishers must always be easily accessible
- Always ask a colleague for assistance before attempting to lift heavy objects

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- Always observe the "no smoking" policy
- Report any damaged or defective equipment to the Clerk or the Chair of BPC immediately.

Responsibilities

Health and Safety Co-ordinator (the Clerk) is responsible for:

- The maintenance of safety records, investigation of accidents, providing accident statistics, and keeping a watching brief in changing safety legislation.
- Full investigation of accidents will be carried out by the Health and Safety Co-ordinator with a view to the prevention of future occurrences
- Ensuring obligations in respect of assessment, control and monitoring of hazardous substances are met
- Ensuring that obligations in respect of assessment, control and monitoring of the workplace, work equipment, manual handling operations, personal protective equipment and display screen equipment are met
- Recording all accidents that occur in the workplace, using an Accident Book.

Management team

The Chair of BPC is responsible for:

- Overall accident prevention and safety training programme
- Ensuring that the proper operating practices and procedures to prevent injury, are adhered to and encouraged
- Ensuring that all the management team are aware of their roles and responsibilities in all safety matters.

The Clerk will:

- Ensure that each new employee is given induction training which includes the precautions and procedures appropriate to his/her specific job and ensure that all new employees are shown the location of first aid boxes, fire exits and fire fighting equipment. Keep up to date with Health and Safety matters applicable to our operation
- Review the Health and Safety policy periodically and ensure that safety checks have been carried out.
- Ensure that all members of their team are aware of their roles and responsibilities in all matters of safety, welfare and fire evacuation procedures.

All employees - have a responsibility to do everything they can to prevent injury to themselves, their fellow employees and others affected by their actions or omissions at work.

They are expected to:

- Ensure they are aware of all their responsibilities regarding Health and Safety
- Follow the organisation's procedures, in particular those involving the reporting of incidents, which have, or may have led, to injury or damage
- Ensure that they are fully trained in the use of all equipment that is relevant to their job
- Ensure they know where the First Aid Box and Accident Book are located
- Ensure they inform the Clerk and relevant colleagues about any significant health issues
- Inform the Health and Safety Co-ordinator of any serious or imminent danger and report any shortcomings that they see in the safety arrangements
- Report all injuries and seek first aid treatment where appropriate
- Follow safe working practices and not remove or alter any safety devices on equipment
- Seek guidance from the Health and Safety Co-ordinator if they are in any doubt concerning any Health and Safety issue
- Keep personal possessions out of sight and wherever possible locked away
- Take sensible precautions when valuable company equipment is taken off site (i.e. do not leave laptops, LCD projectors, mobile phones on view in unattended vehicles)

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- Not put themselves in any physical danger (such as attempting to apprehend a burglar)
- Take extra care on winter evenings or if working late when conditions may be dark and hazardous. If working on own after 6pm, let a colleague or family member know and an approximate finishing time and provide them with a contact telephone number
- Familiarise with any specific safety issues if working in a different office, or visiting another organisation.

Deliberately breaking or ignoring Health and Safety rules could put employees or their colleagues in danger. Such actions could be considered as disciplinary issues.

Responsibility

The overall responsibility of implementing this policy lies with the Chair of BP; however, all staff must understand and comply with this policy.

Monitoring and Review

This policy will be reviewed annually by the Clerk to ensure that it is continually developed and meets current legislation and is made publicly available.

Associated Documents

Health & Safety Log

Workstation Risk Assessment Checklist

Fire Risk Assessment

Authorised by:

Date: