



# Kings Hill Parish Council

## Health & Safety Policy

Adopted 22/01/2020

### Document Control

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| <b>Title</b>                              | Health & Safety Policy   |
| <b>Author</b>                             | Kings Hill Parish Council  |
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### Version Control

| Version | Date | Author                    | Description of Change |
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| 1       |      | Kings Hill Parish Council | New Policy            |
|         |      |                           |                       |
|         |      |                           |                       |

## **STATEMENT OF INTENT**

Kings Hill Parish Council is committed to being an industry leader in Health, Safety and Environmental practices, to maintaining a safe and healthy workplace, and to protecting the environment for the residents of Kings Hill.

We believe excellence in Health, Safety and Environmental practices is vital to the wellbeing of all people everywhere

Kings Hill Parish Council will adhere to relevant legislation and strive to implement the highest standards of health and safety contained within this legislation, supporting guidance and the best standards developed.

Kings Hill Parish Council aims are set out by the following objectives below;

- We aim to conduct our business so it meets or exceeds all applicable laws and regulations and minimises risk to our employees, the public and the environment.
- We are committed to continuously improving our Health, Safety and Environment performance.
- We continually promote employee safety on and off the job; by providing necessary information, instruction, training, support and resources to all of its employees in order to achieve this commitment.
- We believe all occupational injuries and illnesses are preventable.
- We respect the diverse environments and cultures in which we operate.
- We endeavour to do business with companies and contractors which share our Health, Safety and Environment commitment and we regularly assess their performance.
- We encourage reporting of all Health, Safety and Environment related hazards, potential hazards, incidents and near-hits. We take every report seriously, investigate to identify facts and ensure immunity for good-faith reporting of all incidents and issues.

This policy and associated documentation will be publicised to all employees and will be reviewed on a regular basis, to be updated or revalidated as appropriate.

On behalf of Kings Hill Parish Council

Signed  
Officer)

(Clerk and Responsible Financial

Dated

### **Management Responsibilities**

The management team accept that high quality services cannot be delivered unless it ensures, as far as possible, freedom from risk to health, safety and welfare of employees. The minimum acceptable standards of health and safety are those included in the legislation but it is a key aim of the Parish Council to exceed those standards.

The principal responsibility for health and safety rests with senior management of Kings Hill Parish Council. The principle extends from the Clerk through to the first line of management. The management system of the Parish Council is strengthened by the

philosophy that managers are directly accountable for the prevention of accidents, injuries and occupational illness within their area of concern

### **Employees Responsibilities**

*(Employee means those with both permanent & temporary contracts)*

- All employees have a duty co-operate with the Council to enable it to fulfil its obligation under current health and safety legislation, to contribute towards the development of a safer workplace.
- All employees must familiarise themselves with and conform to the health & safety regulations at the location they are working in.
- All employees must comply with all written procedures and instructions given by management and others with a responsibility for health & safety.
- Safety rules must be obeyed and employees must take reasonable care for their own health & safety.
- Employees must not take any action which might endanger their health and safety or that of fellow workers.
- Where required, staff must wear appropriate safety equipment and use appropriate safety devices.
- All accidents and damage must be reported without delay to the manager and others with a responsibility for health & safety whether people are injured or not.
- All employees have a duty to co-operate with Kings Hill Parish Council to enable it to fulfil its obligation under current health and safety legislation, to contribute towards the development of safer workplace and to report hazards, near misses, accidents or any other associated problems with health and safety.

### **Health and Safety Arrangements**

These general health and safety arrangements may be supported by more detailed procedures contained within the Kings Hill Parish Council Staff Handbooks, Policies and Procedures.

### **Arrangements for ensuring trained and competent staff**

#### **1. Training**

Kings Hill Parish Council will provide suitable and sufficient information, instruction and training to employees as necessary to perform their duties and tasks in a safe manner and as necessary refresher training.

#### **2. Health and Safety induction**

Adequate health and safety induction training will be provided, with an initial outline induction on the first day, followed by more detailed induction within one month period.

### **3. Competent persons**

Sufficient, suitably qualified, competent persons will be employed by Kings Hill Parish Council to provide health, safety and welfare advice to all staff.

### **4. Manual Handling**

Kings Hill Parish Council will provide the necessary training, instruction and supervision to staff where their role involves significant manual handling activity to enable them to perform the activity safely.

### **5. Drugs and Alcohol Misuse at Work**

Kings Hill Parish Council will ensure that arrangements exist for dealing with persons whose judgment appears to be affected through the use of drugs or alcohol, and that they are not allowed to work or remain on Kings Hill Parish Council premises or other sites under our control whilst impaired.

## **Arrangements for ensuring safe work environments**

### **1. First Aid**

Kings Hill Parish Council will make available adequate and appropriate first aid arrangements.

### **2. Smoking at work**

Smoking will not be permitted in any Kings Hill Parish Council premises or vehicles.

### **3. Fire protection**

Kings Hill Parish Council will ensure that provision of effective fire protection and procedures based on fire risk assessments.

### **4. Electricity**

Kings Hill Parish Council will implement arrangements to ensure all electrical equipment and services provided are appropriate to the working environment and adequately maintained, tested and inspected.

### **5. Display screen equipment workstations**

Kings Hill Parish Council will ensure that as soon as possible following commencement on their workstation, all designated "users" of computer equipment have their work stations risks assessed to identify changes to layout or additional equipment necessary to ensure a safe working environment.

## **Arrangements for ensuring safe systems of work**

### **1. Risk assessment**

Kings Hill Parish Council will implement an effective general risk assessment procedure. All work activities will be required to be properly assessed for risk, and where necessary appropriate measures taken to eliminate or minimise the risk of harm so far as is reasonable practicable.

In addition to the general health and safety risk assessments, specific assessments will be undertaken as require for the following hazards to determine the additional measures necessary to minimise their risks

- Biological Hazards
- Display Screen Equipment & IT Software
- Fire
- Hazardous Substances

- Manual Handling
- New and Expectant Mothers
- Stress

## **2. Driving and Transport Vehicles**

Kings Hill Parish Council will ensure that:

- 'Driving time' is properly accounted for within the working day and that suitable breaks are taken when driving.
- Hand held mobiles telephones are not used by drivers either when driving or stationary with the engine running.
- Drivers are provided with suitable and appropriated training

## **3. Use of equipment and Machinery**

Kings Hill Parish Council will ensure that all equipment (including personal protective equipment) and machinery provided for use in the workplace is suitable for the intended purpose, only used by authorized and competent persons and appropriately stored, inspected, serviced or maintained.

## **4. Violence and Personal panic Alarms**

Kings Hill Parish Council will ensure the risks of violence and intimidation to employees in the course of their work are assessed and suitable measures' implemented.

## **5. Management of contractors**

Kings Hill Parish Council will ensure contractors are competent for the work they undertake and that suitable systems are in place to manage the risks from and to contractors working on Kings Hill Parish Council premises. To include the recording of risk assessment of contractor work even if there are no issues.

## **Measuring and Reviewing Performance**

Kings Hill Parish Council will constantly review the management of health and safety by the following means:

1. Proactive Monitoring
  - Building Inspections
2. Reactive Monitoring
  - The recording and reporting of accidents, incidents and near misses
  - Health Surveillance
  - Stress
  - Incident investigation

## **Audits**

Kings Hill Parish Council will have a systematic and independent examination of data, statements, records, operations and performances so to effectively evaluate and improve the effectiveness. Areas which are commonly audited include: internal controls, quality management, project management, water management, and energy conservation

## **Policy Review**

This policy will be reviewed on a regular basis and will be updated or revalidated as appropriate after its introduction.