



**PORTREATH**  
PARISH COUNCIL

## Health & Safety Policy

Adopted 7<sup>th</sup> September 2020

## 1. Policy Statement

Portreath Parish Council recognises that it has statutory obligations under the Health and Safety Acts to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, contractors and members of the public. It is our policy to provide information, instruction, training and supervision as needed for this purpose.

Portreath Parish Council also accepts the responsibility of the Health and Safety of other people who may be affected by its activities and actively seeks support from all employees, whatever their status in the promotion of strategies and procedures to achieve the objectives of this Policy.

The arrangements for the implementation of this Policy are set out in Sections 2 and 3. The Policy will be kept up to date as required and to ensure this, the Policy and the way it is operated, will be reviewed annually.

A copy of this Policy is issued to all employees and Councillors.

Signed \_\_\_\_\_ Chairman

Review Date \_\_\_\_\_

On behalf of Portreath Parish Council.

## **2. Day to Day Health and Safety Responsibilities**

### **2.1 Portreath Parish Council**

- Must maintain an effective programme to ensure that all workplace hazards are systematically identified and appropriate measures introduced to control these hazards. Risk Assessments to be reviewed on an annual basis.
- Hazard management programme to be monitored and reviewed to take account of changes within the workplace.
- Ensure all employees have the opportunity to participate in the development of good working practices, have all relevant. documentation relating to Health and Safety available, receive training where relevant and are provided with the necessary information to undertake their duties safely.
- Ensure all necessary personal protective equipment is provided to employees, that they are trained in its use and proper maintenance and storage.
- Encourage all staff to set a high standard of health and safety management.
- Ensure all contractors comply with the necessary health and safety standards.

### **2.2 Employees**

- Must take responsibility for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- Co-operate with Portreath Parish Council to achieve a healthy and safe workplace, and to report any health and safety problems that arise which they are unable to resolve themselves.
- Carry out their duties in a way that does not adversely affect their own health and safety and that of others and to ensure that personal protective equipment is used at all times.
- Not to misuse any equipment provided in the interests of health and safety and their welfare.
- Undertake any training and or instructions in health and safety related subjects to ensure that they are competent to carry out their health and safety responsibilities.

## **3 Arrangements for Health and Safety Systems and Procedures**

### **3.1 General Safety and Conduct of Employees**

Employees are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end the Health and Safety Policy is a document that must be read, understood and implemented by all employees. A declaration by the employees must be read, understood and implemented by all employees. A declaration by the employee must be signed when the policy has been read and understood. Employees must not promote or participate in any action that may result in accident or injury.

### **3.2 Accidents**

It is the injured person's responsibility to notify the Clerk who will record it in the accident book. Should the accident be reportable to the Health and Safety Executive this will be done by the Clerk.

### **3.3 First Aid**

First Aid boxes are sited at the Clerk's office.

### **3.4 Safety Training**

All staff to be given training relating to evacuation procedures, accident procedures and availability of first aid. Other training to be carried out as the need arises and records to be kept.

### **3.5 Fire Precautions**

- Fire procedures are displayed at all exits. Fire drills to be carried out annually. (*Events and meeting venues*)
- All fire extinguishers to be checked annually by: \_\_\_\_\_
- All checks to be recorded in the Fire Log Book overseen by the Clerk.

### **3.6 Electrical Safety**

- All portable appliances to be checked annually by a qualified electrical contractor.
- An electrical check in accordance with the Electricity at Work Regulations 1989 to be done annually.

### **3.7 Vehicle Safety**

No person to drive or operate machinery on Portreath Parish Council business unless authorised to do so and holding the appropriate licence.

### **3.8 Manual Handling**

Portreath Parish Council follows the Health and Safety Executive guidelines for lifting and no employee is expected to lift over 25kg without assistance. All staff that maybe involved in physical handling will be trained in the correct procedures to adopt.

### **3.9 Display Screen Equipment**

All employees to be informed of the various health conditions associated with the use of display screen equipment. All employees to receive training in the correct use of computers, the positioning of desk, chair, monitor etc to enable them to avoid the various ill health problems. All employees to be aware that their employer will provide an eye test should it be required and provide reimbursement towards glasses as the law provides.

### **3.10 Hazardous Substances**

Hazard substances used by employees or contractors to be kept locked in a suitable cupboard. Substances to be risk assessed under COSHH guidelines.

### **3.11 Risk Assessments**

Risk assessments to be carried out in the following areas:

- General risk assessment of the home office environment
- Display screen equipment
- Legionella
- Hazardous substances
- Meetings
- Events
- Contractors
- Lone Working
- Fire
- Public Toilets
- Former Public Toilets
- WAAF Site
- Duke of Leeds Land

### **3.12 Female Workers of Child Bearing Age**

Should any person in this category notify Portreath Parish Council of pregnancy a risk assessment will be carried out on her work according to the requirements of the management of Health and Safety at Work Regulations 1999.

### **3.2 Policy Review**

This Policy will be reviewed and updated following any major changes in procedures, personnel or annually whichever occurs first.

**All risk assessments and training records to be kept available for inspection.**