

# WATERBEACH PARISH COUNCIL

## HEALTH AND SAFETY POLICY

The Council takes very seriously its obligations and responsibilities under Health and Safety legislation and is committed to providing a safe working environment and a safe system of work.

The Council regularly reviews working practices including the general working environment and individuals' work stations to ensure that best practices are adhered to or adopted and that safety hazards are identified and accidents so far as reasonably practicable are avoided. In particular the Council regularly monitors the safety of any equipment or machinery provided for use by employees. Maintenance is regularly and scrupulously carried out and proper records are kept. All equipment and machinery provided complies with the appropriate UK standards and is designed or adapted for the purpose for which it is used. All employees who use or supervise the use of such equipment or machinery are properly trained in its use including Health and Safety considerations.

Health and Safety guidance is given to all new employees upon joining. The Council requires the full co-operation and participation of all employees.

You are obliged to take reasonable care for your own safety and for the others who may be affected by your acts or omissions and to co-operate fully with the Council in the arrangements made in relation to Health and Safety matters. For example you must:-

- Adhere to the prescribed safe system of working.
- Report any faults or defects in machinery or equipment immediately.
- Report any safety concerns at all immediately.

Only those qualified to do so and employed for that purpose may carry out repairs or maintenance to machinery or equipment.

### **Evacuation**

You should be familiar with the evacuation procedures, details of which will be displayed throughout the building where you are working.

Should you discover a fire you should immediately sound the fire alarm and notify the senior staff member present.

### **First Aid**

All accidents must be recorded in the accident book. You will be notified which members of staff have training in First Aid. If anyone becomes ill while at work and requires medical attention arrangements will be made to call a doctor or emergency services or take the employee to Accident & Emergency at the nearest hospital.

### **Hazards and Safety Risks**

You have a responsibility to report any potential Health or Safety hazard including infectious or other diseases, accidents or injuries associated with the workplace. Examples are as follows:-

- Fire risks, e.g. accumulation of combustible waste, blocking or obstruction of fire doors, corridors, or smoking in non-smoking areas.
- Electrical problems, e.g. worn cables, loose connections, multiple connectors to power sockets, faulty wiring or trailing cables
- Defective equipment
- Defective flooring e.g. worn or frayed carpets, uneven or slippery surfaces

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- Unsuitable loading or stacking
- Broken glass
- Carelessness by an employee or other person on the premises, e.g. attempting to repair equipment without proper training

### **Improvements**

You are encouraged to suggest improvements to the Health and Safety policy and suggestions should be made to the Clerk.

### **Discipline**

Any breach or non-observance of the Health and Safety policy constitutes a disciplinary offence in respect of which you may in an appropriate case be dismissed.

### **General Aims of the Council**

So far as is reasonably practicable the Council aims to achieve the following:-

- Premises heated to the minimum temperature required by law.
- Safe equipment and systems.
- Safe methods of handling, storage and transport of articles or goods.
- Provide employees with information, instruction and training.
- Ensure the place of work is safe with means of access and egress.
- Provide a safe working environment.
- We have a no smoking policy
- All storage areas are safely laid out with adequate room for access in safety.

### **Personal Safety at Work**

The Council operates a safety at work and working lone employee policy. The Council will issue all employees with the booklet "Working Alone" published by the HSE which can also be seen at <http://www.hse.gov.uk/pubns/indg73.pdf>.

All employees should ensure that they read and sign to acknowledge that they have seen and been given copies of any risk assessments relevant to their role and tasks. If you are requested to carry out a task where you feel a risk assessment is not adequate this should be reported immediately to the Clerk.

A review of the policy shall be undertaken each year (or as appropriate) and necessary amendments will be undertaken by the Clerk and reported to the full council for approval.