

# **WILLERBY PARISH COUNCIL**

## **HEALTH AND SAFETY POLICY**

### **Introduction to the Policy**

The policy applies to all staff, volunteers, Parish Councillors and the general public. The policy has been drawn up in response to and in accordance with the Health & Safety at Work Act 1974. The Parish Councillors of Willerby Parish Council are aware that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice for all staff, volunteers, Parish Councillors and the general public.

The Parish Council will, so far as it is reasonably practicable pay attention to:

1. The provision and maintenance of equipment and systems of work and ensure they are in a fit and safe state.
2. Involving and motivating staff and volunteers in health and safety matters.
3. Controlling situations which may threaten life, health or property.
4. The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work.

### **The Procedure**

The Parish Councillors are responsible for safety in the parish area and will monitor the policy, it will be reviewed every four years. The Parish Councillors will ensure that sufficient resources are available to provide and health and safety equipment, personal protective equipment, training in manual handling where appropriate and the provision on eye tests for those who habitually use display screen equipment.

Information and training for staff, parish councillors and volunteers will be provided, as far as is reasonably practicable, to achieve and maintain a high level of safety.

The Safety Officer (Parish Clerk) responsibilities cover maintenance of safety records, investigation of accidents, providing accident statistics and keeping a watching brief on changing safety legalisation. He/she will report directly to the Parish Councillors and they will also, with a view to prevention of future occurrences, carry out full investigations of accidents.

All staff and volunteers have a responsibility to do everything they can to prevent injury to themselves, their colleagues and others affected by their actions or omissions at work. They are expected to follow the Parish Council's procedures to report and incidents that have or may have lead to injury or damage.

All staff and volunteers should ensure that they use any equipment provided in accordance with training that they have received. They should report any serious or imminent danger and any shortcomings that they see in the protection arrangements to the safety officer.

### **Violence at Work**

*“any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising out of the course of his or her employment”* (The Health & Safety Executive “Violence to Staff” – 1990)

**Review Date: May 2023**

This may also include any form of verbal abuse, any form of harassment due to the discriminations identified within the Parish Council's Equality and Diversity Policy, as well as any other threatening behaviour and physical attack.

The Parish Council is committed to ensuring the personal safety of its staff and volunteers while they are within the working environment. Staff and volunteers are required to:

1. Follow the procedures set out regarding personal safety.
2. Report any incident which comes under the definition above.
3. To report any incident where there was a feeling of threat.

### **Accidents**

In the event of an accident, all staff and volunteers must report full details to the Safety Officer as soon as possible.

### **Electrical Equipment**

Electrical Equipment is normally safe providing that it is properly installed, regularly inspected and care is taken.

### **VDU Users**

An assessment will be made of each workstation, to ensure that there is adequate lighting, seating, screen protection, foot rests and wrist supports.

### **COSHH – Control of Substances Hazardous to Health**

Hazardous substances will be identified and, if possible safer alternatives will be found. If this is not possible then substances will be labelled and stored safely.

### **Manual Handling**

- Do not lift objects which pose undue strain.
- Always check the load before moving it.
- Avoid the need for handling wherever possible.
- Always use appropriate aids.
- Do not attempt to lift alone if two people would be more appropriate.
- Training will be provided for staff and volunteers when necessary.

### **Monitoring and Reviewing**

Willerby Parish Council is committed to ensuring safe working conditions for all staff and volunteers. The safety officer is responsible for monitoring these procedures on a regular basis.

On behalf of Willerby Parish Council, we the undersigned, will oversee the implementation of the Health and Safety Policy and take all necessary steps to ensure it is adhered to:

Signed:

Signed:

Name:

Name:

Position: Chairman

Position: Parish Clerk

Date: 21.05.19

Date: 21.05.19

**Review Date: May 2023**