

 Broughton & Milton Keynes PARISH COUNCIL		Policy Name: Health & Safety (MASTER) Policy Number: BMK-PC16 Version: 1.0		
Author:		Cllr Tim Small		
Approved by and date:		Full Council on 04/11/19		
Responsible Committee:		Full Council		
Version No	Date Ratified / Amended	Date Implemented	Next Review Date	Reason for Change (eg, full rewrite, amendment to reflect new legislation, minor change etc)
1.0	04/11/19 (FC19/20-108 (4.3))	05-11-19		NEW

1. PURPOSE

Broughton and Milton Keynes Parish Council (BMKPC) regards the health, safety and welfare of its employees as being of prime importance, as well as the health, safety and welfare of its contractors and members of the public who may be affected by its activities.

BMKPC will comply with all current Health & Safety legislation and recognises that effective Health and Safety performance can only be achieved through the commitment of its members, the support of its staff and a quarterly risk review to ensure continuous improvement.

The Council's policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees and members, and to provide such information, instruction, training and supervision as they need for this purpose.

The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by full Council. Although risk assessment is a continuing process, this policy shall form part of BMKPC's quarterly risk review.

2. RESPONSIBILITIES

2.1 FULL COUNCIL

Has the overall and final responsibility for health and safety in BMKPC and for compliance with the Health and Safety at Work etc. Act 1974 and any other relevant health and safety legislation. BMKPC will make every endeavour to meet its legal responsibilities so far as is reasonably practicable.

In particular, in order to prevent accidents and cases of work-related ill health, the Council will:

- (a) Ensure the health and safety at work of its employees, so far as is reasonably practicable.
- (b) Ensure that no person is exposed to risks to their health and safety by the manner in which BMKPC's business is conducted.
- (c) Ensure that all places of work under BMKPC's control (including access to and egress from) and all plant, equipment and substances provided for use in these places are at all times safe and without risk to health.
- (d) Provide adequate control of the health and safety risks arising from our work activities.
- (e) Consult with our employees on matters affecting their health and safety.
- (f) Provide and maintain plant and equipment that is safe and without risks to health.
- (g) Ensure systems of work that are safe and without risks to health.
- (h) Ensure safe handling and use of substances.
- (i) Provide information and instruction for employees.
- (j) Ensure all employees are competent to do their tasks, and to give them adequate training.

- (k) Maintain safe and healthy working conditions and practices.
- (l) Review this policy at regular intervals and revise as necessary.

The Council will take steps, so far as is reasonably practicable to meet its health and safety responsibilities, paying particular attention to:

- (a) Arrangements for the use, handling, storage and transport of articles and substances which are safe and without risks to health.
- (b) The provision of facilities and arrangements for employees' welfare whilst at work.
- (c) Provisions for ensuring that all current and recently issued health and safety legislation which is relevant to the Council's activities is brought to the notice of employees and that the requirements are complied with.
- (d) The provision of health monitoring arrangements where the type of work or hazard requires this.
- (e) First Aid provision, including the training of persons to meet the need and risks of any particular work area, process or procedure.

2.2 THE CLERK

Council will consult with the Clerk on all matters relating to Health and Safety.

- 2.2.1 The Clerk is responsible for this policy being carried out and for advising Council on all matters relating to Health & Safety.
- 2.2.2 Whenever the Clerk notices a health or safety issue, which they are not able to put right, they must advise the Chair and/or Vice Chair. Action required to remove or control risks will be approved by Council.
- 2.2.3 The Clerk will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed or reduced the risks.
- 2.2.4 The Clerk is responsible for risk assessments. These will be reviewed annually, or when the work activity changes, or following an accident, whichever is soonest.
- 2.2.5 Any COSHH Assessments will be reviewed annually or when work activity changes, whichever is soonest.
- 2.2.6 The Clerk will be responsible for ensuring that all actions identified in the risk assessments are implemented.
- 2.2.7 The Clerk will ensure that any materials or substances can be used safely before they are purchased.

2.3 EMPLOYEES

Everyone has a legal obligation under s2.7 of the Health and Safety at Work etc Act 1974 to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. It is the responsibility of all employees to:

- 2.3.1 Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- 2.3.2 Follow health and safety rules and not act in a way which would deliberately endanger others.
- 2.3.3 Know the evacuation procedures for the location at which they are working.
- 2.3.4 Co-operate with the Council to provide and maintain places and systems of work which are, so far as reasonably practicable, safe and without risk to health.
- 2.3.5 Co-operate with the Council on matters of health and safety so that it complies with its legal duties.
- 2.3.6 Familiarise themselves with the Health and Safety Policy, risk assessments and any other instructions relating to their work and comply with the requirements set out.
- 2.3.7 Stop work and liaise with their manager in the event that a procedure appears unsafe.
- 2.3.8 Use vehicles, equipment, materials or substances in accordance with information, instruction and training provided.
- 2.3.9 Follow prescribed safe systems of work and the control measures identified in risk assessments.

- 2.3.10 Carry out operations and work in the prescribed manner. Follow approved working procedures. Use the correct tools and equipment for the work, including any relevant safety equipment and protective clothing provided.
- 2.3.11 Report unsafe working practices, shortcomings in safety procedures, potential hazards or other health and safety concerns to their line manager immediately.
- 2.3.12 Report any defects in, or damage to plant or equipment or potential hazards in their work areas to their line manager immediately.
- 2.3.13 Co-operate with BMKPC to keep their workplace safe, healthy and tidy.
- 2.3.14 Report accidents, incidents and near misses to their line manager immediately.
- 2.3.15 Co-operate in the investigation of accidents with the objective of introducing methods to prevent recurrence.
- 2.3.16 Report instances of occupational ill health to their line manager.
- 2.3.17 Ensure that equipment and materials are stored safely when not in use.
- 2.3.18 Not interfere with, or misuse, anything provided to safeguard health and safety, nor to remove or destroy it without good reason.
- 2.3.19 Keep their work area clean and tidy, avoid the creation of tripping hazards and clean up any spillages immediately.
- 2.3.20 Not take short cuts, which would entail unauthorised and unnecessary risks.
- 2.3.21 Advise new colleagues of hazards involved in the operation/work.
- 2.3.22 Suggest ways of eliminating or reducing hazards. Make suggestions to improve the standards of health and safety and minimise risk at their work-place.
- 2.3.23 Wear personal protective equipment as instructed, store it so as to avoid damage, keep it cleaned and maintained and report loss or damage.
- 2.3.24 Ensure that when commissioning any work by contractors that they are aware of Section 8.0 of this policy.
- 2.3.25 Support the application of this policy by positive action and compliance with the agreed procedures.
- 2.3.26 Attend and co-operate with health and safety training when this is being provided.
- 2.3.27 Inform all visitors to the workplace, including contractors and suppliers, of the evacuation procedure and the location of the assembly point.

3. HEALTH AND SAFETY POLICY

All employees will be issued with a copy of this document.

4. INFORMATION, INSTRUCTION AND SUPERVISION

Health and Safety information and advice is available from the Clerk.
BMKPC is responsible to ensure that all employees are given relevant health and safety information.

5. TRAINING

- 5.1 BMKPC has overall responsibility for training for its employees.
- 5.2 Employees will be provided with specialist training relevant to their duties.
- 5.3 Training records are kept by the Clerk in employee records.
- 5.4 Training will be identified and monitored by BMKPC. The Clerk will arrange any necessary training.

6. RECORDING & MONITORING

- 6.1 An Accident Record Book is kept in BMKPC office.
- 6.2 Risk assessments and actions resulting from accidents recorded in the book are the responsibility of BMKPC.
- 6.4 The Clerk is responsible for investigating any accidents and reporting them to BMKPC.
- 6.5 The Clerk is responsible for investigating work-related causes of sickness absences and reporting them to BMKPC.
- 6.6 BMKPC is responsible for acting on investigation findings to prevent a recurrence and reviewing the relevant risk assessment(s).

7. PERSONAL SAFETY

- 7.1 Employees and Councillors should make arrangements to meet contractors or members of the public at parish Council locations or at a suitable venue open to the public.
- 7.2 Employees or Councillors must not make arrangements to meet contractors, residents, or representatives from local authorities etc. at their home.
- 7.3 The Council has a lone working policy which is circulated to all members of staff and Councillors.

8. CONTRACTORS

All outside contractors employed to do work on BMKPC's behalf are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract or official work instruction from BMKPC shall be deemed to have agreed to comply with the following requirements:

- 8.1 You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work etc. Act 1974, and all relevant statutory provisions.
- 8.2 As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
- 8.3 You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on BMKPC premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
- 8.4 BMKPC will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. BMKPC will not accept any responsibility for any increased costs arising out of such action.
- 8.5 In the event of BMKPC taking this action, your site representative will be notified verbally and will have confirmation in writing by BMKPC's representative to order such a stoppage.
- 8.6 BMKPC will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees. A copy of your liability insurances and risk assessments will be required by the Council and must be forwarded to the Clerk of BMKPC prior to works commencing.
- 8.7 BMKPC may notify an inspector, appointed under the Authority of the Act, of any breach of these Regulations.