

KILHAM PARISH COUNCIL

Health & Safety Policy

1. Statement of Policy

- Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- The policy will be kept up to date, particularly as the Council's activities change in nature and size or should there be a legislative need to do so. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Council. Although risk assessment is a continuing process, it shall form part of the Council's annual review.

Aims of the Policy

- to provide adequate control of the health and safety risks arising from the Council's work activities;
- to consult with employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees, contractors and volunteers;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals
- to provide care and attention to the health, safety and welfare of employees, contractors, volunteers and members of the public who may be affected by the Council's activities.

2. Responsibilities

Overall and final responsibility for health and safety is that of the Council.

Day to day responsibility for ensuring this policy is put into practice is delegated to the Clerk to the Council

All employees, contractors and volunteers must:

- Co-operate with the Council and Clerk to the Council on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to the Council or the Clerk to the Council.

3. Arrangements

- The Clerk will keep informed of relevant Health & Safety legislation and advise the Council on the resources and arrangements necessary to fulfill the Council's responsibilities under the Health & Safety Policy.
- The Clerk will ensure that work activities by the Council do not unreasonably jeopardize the health and safety of members of the public.
- Risk assessments will be undertaken or checked by the Clerk to the Council and the findings of the risk assessments will be reported to the Council. Action required to remove/control risks will be approved by the Council and the Clerk to the Council will be responsible for ensuring the action required is implemented. The Clerk will check that the implemented actions have removed/reduced the risks. Specialist advice may need to be sought. The Council will provide adequate training for the Clerk to undertake this.
- Risk Assessments will be reviewed annually, when the work activity changes or legislative change occurs whichever is soonest.
- The Clerk will maintain a file of risk assessments and summarise activities in Minutes.
- The Clerk will maintain a central record of notified accidents and when an accident or hazardous incident occurs will take immediate action to prevent recurrence or further accident and complete the necessary reporting procedure.
- The Clerk will request contractors to supply a written method statement and risk assessments prior to starting major works and supply a copy of this policy and the following statement to contractors.

Contractors

1. General

- Contractors must be suitably qualified and insured who must indemnify the Council against any liability to any persons or property whatsoever arising out of or connected to the work. Adequate public liability insurance must be in place.
- All rubbish, waste or arisings from the work must be removed from the site by the Contractor and disposed of at licensed, recognised tips (waste transfer note to be provided to the Parish Council as evidence). All work must be made good to the satisfaction of the Council and have the minimum impact on the environment as possible.

2. Health and Safety at Work

- It is the policy of Kilham Parish Council to secure and maintain a high standard of health and safety in all its undertakings. The Contractor will be required, when working for the Council, so to conduct its activities so that equipment, working conditions and methods are safe and without risk to the health of their own and the Council's employees as well as of any other person who may be affected by any act or omission of the Contractor or its employees. The Contractor shall comply with the requirements of the Health and Safety at Work etc Act 1974 (and amendments) and any regulations made under the Act, Employment Regulations and any other Acts, Regulations, Orders or Approved Codes of Practice pertaining to the employment of and health and safety of employed persons.
- In particular, but without prejudice to the general principles of the foregoing paragraph, the Contractor will be required to comply with the following conditions:-
 - A. All employees of the Contractor and any sub-contractor must be trained in safe working practices, safe systems of work and trained in operation and use of plant and provided with personal protective equipment.
 - B. Wherever it is reasonably practicable, copies of written safe systems of work should be provided by the Contractor.
 - C. The Contractor should forward copies of its employer's liability insurance and public liability insurance for the duration of the project.
 - D. Where applicable (ie, in a firm employing five or more employees) the Contractor should forward a copy of their safety policy.
 - E. The Contractor should agree to abide by the safety requirements of the Council.
 - F. The Contractor will ensure that all current statutory requirements of the Health and Safety Executive relating to notification procedures, the keeping of registers and all other matters are fulfilled. The Contractor will provide notification to the Council of any notices (improvement or prohibition) issued against the contractor by the HSE.
 - G. First Aid - The Contractor shall provide in an easily accessible position of the works an adequate First Aid provision in accordance with current Health and Safety Requirements.

3. Vehicles, Plant and Equipment

- The Contractor shall at all times during the contract period provide and maintain all such plant as is necessary and is of a design suitable for the performance of the works in accordance with relevant legislation and shall keep all plant in good repair in accordance with transport legislation. Plant used shall comply with relevant Construction and Use Regulations and be of a design which is entirely suitable for the purposes of the contract.
- Drivers and operators of equipment are responsible for the operation and use of plant and must be suitably qualified, registered and trained and thoroughly competent in its safe use.
- Plant operations and all operations necessary for the purposes of the contract shall be performed in a reasonable manner without causing obstruction, danger or annoyance to the public or detriment to the local environment. No plant is to be left parked or unattended without reasonable cause in any area likely to create a nuisance, danger or annoyance to the public.

4. Maintenance of Traffic Movement

The Contractor must so arrange for his works as to allow for the maintenance of vehicular and pedestrian traffic at all times on footways and roads adjacent to the site of the works. Any works that will cause temporary interference to the free movement of vehicles and pedestrians must first be approved by the Highway Authority and so carried out to minimise inconvenience. Where the works necessitate the use of the nearby public roads and footpaths, the Contractor should fully comply with the requirements of Chapter 8 of the Traffic Signs Manual.

5. Protection of Public

On site the Contractor shall be responsible for maintaining or extending the temporary fencing and warning signs on the boundaries thereof. He shall provide, erect, maintain and remove such protective covering, gangways, screens, supports, lights, watchmen, etc, when and where necessary for the safety, protection and convenience of the public. The Contractor shall regularly inspect and maintain all temporary fencing and make good any defects without delay. If temporary fencing is removed for the execution of any part of the works, it shall be reinstated as soon as possible and, in the meantime, the gap in the fencing shall be patrolled so that no unauthorised entry to the site takes place. Temporary fencing shall remain in position until the works are completed.

The Contractor shall take all reasonable safety precautions in relation to the work, in accordance with the requirements of the Health and Safety at Work etc Act 1974