



## **HEALTH & SAFETY POLICY**

**This is the Health and Safety Policy of Wood Norton Parish Council.**

Wood Norton Parish Council recognise and accept their responsibility to ensure, so far as is reasonably practicable, the health and safety of all their workers, contractors, visitors and members of the public who may be affected by their work activities.

Health and Safety is a key element and contributor in the overall success of Wood Norton Parish Council. It therefore has equal priority with other aspects of management and will be managed with the same determination and commitment. Any decisions made by Wood Norton Parish Council will take full account of any Health and Safety implications for all our workers and those under our control. We will endeavour to ensure the health and safety of all others who could be foreseeably affected by activities under our control.

It is our aim to promote, set and maintain the highest standards for health, safety and welfare matters. This will be achieved by:

- Providing adequate control of health and safety risks arising from the activities we undertake;
- Consulting with workers and contractors on matters affecting health and safety;
- Providing and maintaining safe premises, machinery and equipment;
- Maintaining safe systems of work;
- Ensuring safe handling and use of substances;
- Providing information, instruction and supervision for workers;

- Providing information for visiting members of the public;
- Ensuring all workers are competent to do their work;
- Maintaining safe and healthy working conditions;
- Reviewing and revising this Policy as necessary at regular intervals; and
- Putting measures in place to prevent accidents and cases of work-related ill health.

Health and Safety is viewed as "everyone's responsibility". To achieve a high standard of health and safety, the active co-operation of all workers is essential. This policy and associated documents will be revised annually, or after any significant change or legislation likely to affect the policy.

This policy will be publicised on our website system and available to third parties on request.

### **Management Responsibilities**

Wood Norton Parish Council recognise and acknowledge that they have a duty to ensure the health and safety of everyone who reports to them and anyone else who may be affected by our work activities.

In practical terms prime responsibility for the prevention of accidents and ill health lies with Wood Norton Parish Council.

Responsibilities for health & safety include;

- Defining the Health and Safety Strategy
- Setting the health & safety policy and procedures;
- Consulting with the Directors and management team on matters affecting health & safety;
- Appointing competent assistance for health & safety;
- Allocating sufficient resources for health & safety;
- Ensuring legally required documentation is written and kept up to date;
- To ensure safety is reviewed and monitored on a regular basis;
- Ensuring Risk Assessments are reviewed and updated;
- ensuring all health and safety incidents are reported and investigated;

- Taking appropriate action for non-compliance;
- The effective management of work-related sickness absence.

### **Responsibilities of all Workers**

All our workers, including Councillors and the Parish Clerk, have a legal responsibility to take reasonable care for the health and safety of themselves and anybody else that may be affected by what they do or fail to do at work. All workers must co-operate with Wood Norton Parish Council to achieve a healthy and safe workplace.

In particular, they must:

- carry out their duties in a safe and proper manner;
- follow the health and safety rules and procedures;
- co-operate, so far as is necessary, to enable any relevant legal duty or requirement to be complied with;
- not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare;
- display constant vigilance in the identification and control of risks.
- Any health or safety problem which cannot be put right must be notified immediately to management.

### **Risk Assessments**

Wood Norton Parish Council recognises that it has a duty to assess the risks to the health and safety of anyone who may be affected by their work activities. It is our policy to ensure no-one is put at risk from our activities so far as is reasonably practicable.

Risk assessments will be undertaken by the nominated Councillor, Tim Lidstone-Scott (and others under that Councillor's direction) in consultation with Wood Norton Parish Council. Hazards identified will be eliminated or controlled to the lowest level which is reasonably practicable.

- Wood Norton Parish Council will review all risk assessments as they are carried out and ensure that all reasonable steps are taken to mitigate threats to health and safety.
- Wood Norton Parish Council will bring the key information from risk assessments to the attention of the Councillors and all relevant workers.
- Action required to remove or control the risks will be approved by Wood Norton Parish Council, although such approval will not prevent remedial action immediately necessary to remove or control imminent risks.
- Wood Norton Parish Council will ensure that the control measures identified are implemented and that they remove or reduce the risk to an acceptable level.

- Assessments will be reviewed regularly (e.g. annually) or when work activities change, whichever is soonest.
- Specific risk assessments for vulnerable groups / individuals will be undertaken by the Councillors.

## **Home Working**

The safety of a home working environment is the responsibility of Wood Norton Parish Council via the Councillors and the individual members of staff working together.

Before commencing working from home all members of staff/ workers shall risk assess the safety of their planned home working environment using a checklist designed to assess the space against the requirements of the Display Screen Equipment Regulations (see Appendix A).

If the member of staff does not feel able to check the safety of their work environment or has any queries, this shall be raised with Councillor Tim Lidstone-Scott, who will as soon as practicable make alternative arrangements, for example assessment by a 3<sup>rd</sup> party, or via Zoom or Teams.

If any issues are identified any remedial action undertaken will be recorded and the records retained by the Councillors.

It shall be the responsibility of Wood Norton Parish Council to provide any and all special equipment which might be reasonably required to make a member of staff's home working space healthy and safe.

Wood Norton Parish Council recognises that the health and safety of colleagues working from home includes their mental health and wellbeing. This issue will be included in all discussions as part of One to Ones and Annual Appraisals. It is expected that any issues raised will be treated sympathetically and with the best interests of the mental health and wellbeing of the member of staff paramount. It is further expected that members of staff will openly discuss any issues with their line manager in a timely fashion.

## **Working at other locations**

Where Wood Norton Parish Council organises meetings or other work events at locations other than staff's/workers normal place of work it shall be the responsibility of the meeting organiser to identify and communicate any unusual health and safety issues. This shall include but not be limited to fire and associated safety measures and evacuation routes and protocols in the event of an emergency. This responsibility shall be discharged in cooperation with the venue owners.

When working at locations other than their normal place of work all members of staff shall acquaint themselves with any health and safety requirements of the premises on which they will be working. In particular they should ascertain evacuation routes and methods and if there are any particular hazards associated with where they will be working.

## **Lone Working**

The Councillors will ensure that all workers who carry out lone or remote working receive suitable information and training and identify any activities which may not be undertaken by one person alone.

Before undertaking work at a lone location away from their normal place of work each member of staff shall record the details in Appendix B and store them in a place where they can be recovered by their line manager. This may be achieved by storing such information in an electronic calendar or similar means.

Workers must notify a member of the management team of any health issues that may limit lone or remote working.

The Councillors will provide adequate systems of communication and ensure that a system of escalating an emergency response is in place.

## **Portable Appliance Testing (PAT)**

Wood Norton Parish Council recognises that it has a responsibility to ensure that all electrical equipment supplied to staff and other users is safe to use.

The Councillors will ensure that all electrical equipment supplied and used by Wood Norton Parish Council complies with relevant British safety standards, and that all such equipment is regularly retested not more than 2 years after it was first supplied/last tested.

It will be the responsibility of all users of electrical equipment supplied by Wood Norton Parish Council to make sure that any such equipment is made available for retesting when requested to do so.

All users of electrical equipment supplied by Wood Norton Parish Council shall inform Councillor Tim Lidstone-Scott, if they have any concerns about the safety of such equipment. They will further stop using any such equipment until the time the safety of the equipment has been checked.

### **First Aid [The Health and Safety (First Aid) Regulations]**

The provision of First Aid advice and equipment will be kept under review by the Councillors.

It is important that all injuries, however slight, are properly attended to. The qualified First Aiders or Appointed Persons for First Aid at any location will be displayed.

The most senior member of staff present is responsible for calling an ambulance when required. If in doubt one should be called.

When working at Wood Norton Village Hall or other third party locations it shall be the responsibility of all individuals to acquaint themselves with First Aid requirements and provisions.

### **Accident Reporting [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations : RIDDOR]**

Wood Norton Parish Council will ensure as far as possible, that accidents and dangerous occurrences are recorded and reported where necessary to the enforcing authority (HSE or local council).

Incidents, ill-health and dangerous occurrences will be investigated, and reasonable measures put in place to prevent recurrence. Workers are required to report any incidents they are involved in or they are a witness to, to Councillor Tim Lidstone-Scott.

All accidents are to be recorded in the accident book kept securely by Councillor Tim Lidstone-Scott. To comply with the Data Protection Act completed accident sheets will be torn out of the book and given to Tim Lidstone-Scott to be kept securely.

Workers/ staff are encouraged to report all accidents, incidents, work-related ill health and near misses to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Tim Lidstone-Scott is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority via the Incident Contact Centre, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Incidents will be reported here: <https://www.hse.gov.uk/riddor/report.htm>

Wood Norton Parish Council are responsible for undertaking investigations following accidents, dangerous occurrences and work-related ill health absence.

Wood Norton Parish Council are responsible for analysing reported incidents for signs of trends and identifying action that can be taken to prevent future incidents.

Reviewed on 20<sup>th</sup> March 2024.