

# **BRADFIELD PARISH COUNCIL HEALTH, SAFETY & ENVIRONMENTAL POLICY**

As adopted by Council on 30<sup>th</sup> May 2012

## **GENERAL POLICY**

It is the policy of the Council to;

- Provide adequate control of the health, safety and environmental risks arising from our work activities;
- Consult with our employees on matters affecting their health and safety;
- Consult with our employees on matters affecting the environment;
- Provide and maintain safe plant and equipment that has a minimum detrimental effect on the environment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure all employees & subcontractors are competent to do their tasks, and to give them adequate training;
- Prevent accidents and cases of work-related ill health;
- Maintain safe, healthy and environmentally friendly working conditions; and
- Review and revise this policy as necessary

## **RESPONSIBILITIES**

### **The Council Members**

- Ensure that there is an effective Health, Safety and Environmental Policy in place and ensure that any necessary changes are made
- Have overall responsibility for ensuring satisfactory levels of Health, Safety and Environment are maintained in all areas of the organisation
- Ensure that Health, Safety and Environmental responsibility is appropriately allocated throughout the organisation;
- Ensure that Health, Safety and Environmental Advice is provided by a competent source
- Monitor health, safety and environmental performance, i.e. review overall accident/incident statistics for the business.
- Ensure suitable reporting procedures are implemented and maintained.
- Ensure HS&E inspections and risk assessments are carried out and acted upon accordingly
- Ensure that the HS&E Policy is implemented and assist in its development

### **The Clerk & Site Supervisors**

- Manage HS&E matters in the areas of their control and associated areas
- Consult with the employees (including self-employed) with regard to HS&E
- Report HS&E issues to the Councillors

### **The Employees**

- All employees are encouraged to take a positive interest in the furtherance of HS&E procedures.  
Any suggestions to improve standards are welcomed by the Council.
- Every employee has a duty whilst at work to:-  
Take reasonable care for the health and safety of themselves and others  
Take reasonable care of the environment  
Fully co-operate with the Council on all HS&E matters  
Immediately report and record any accident to the Clerk/Site Supervisors and enter it to the Accident Book  
Immediately report and record any incident that may have environmental implications

## **ARRANGEMENTS**

### **Health, safety & environmental risks arising from work activities**

- Risk assessments are undertaken by the Council's appointed HS&E representative and staff and shall consider all persons that may be affected.
- The findings of the risk assessments are reported to the Council.
- An action plan detailing how to remove/control risks highlighted will be agreed by the Council, the Safety Representative and the staff.
- Responsibility for ensuring the action required is implemented is with the Council.
- Responsibility for checking that the implemented actions have removed/reduced the risks is with the HS&E Representative with the support of the Council.
- Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

### **Consultation with employees**

- Employee representatives are the nominated HS&E Representatives
- Consultation with employees is carried out at the quarterly HS&E Committee Meeting

### **Safe & environmentally friendly plant and equipment**

- The Clerk/Site Supervisors are responsible for identifying all equipment/plant needing maintenance although all employees must be vigilant and report any problems to them, the HS&E Advisor or the Council as soon as possible
- The Council is responsible for ensuring effective maintenance procedures are drawn up and for ensuring that all identified maintenance is implemented
- The Council ensure that new plant and equipment meets the required current UK, EU and Council HS&E standards prior to purchase

### **Driving BPC road-going vehicles**

- See specific policy document – 'Safe Driving at Work' available from the Clerk

### **Safe handling and use of substances**

- With the assistance of the HS&E Advisor, the Clerk/Site Supervisors identify all substances that need a COSHH assessment.
- The HS&E Advisor undertakes COSHH assessments with the assistance of ` Groundstaff
- The Site Supervisors ensure that all actions identified in the assessments are implemented.
- The Site Supervisors ensure that all relevant employees are informed about the COSHH assessments.
- COSHH assessments are reviewed every 12 months or when the work activity changes, whichever is soonest.

### **Information, instruction and supervision**

- The Health and Safety Law poster is displayed at Council Offices and all satellite premises.
- HS&E advice is available from The Clerk or H&S representative
- Supervision of young workers & trainees is arranged and monitored by the Council
- The Council are responsible for ensuring that employees working at locations under the control of other employers are given relevant health and safety information.

## **Competency for tasks and training**

- Overall induction training is provided for all employees by the Council.
- Site & Job specific training is provided by the Clerk/Site Supervisors and recorded and ultimately archived at Council Offices.
- Training records are kept at the Council Offices.
- Training requirements are identified by the Council who will then compile a training plan.
- Training is monitored and recorded by the Council.

## **Accidents, first aid and work-related ill health**

- First aid boxes are held by every first-aider (in vans or at satellite premises)
- All accidents, cases of work-related ill health and incidents that may have a detrimental effect on the environment are to be recorded in the accident book.
- The books are kept at the same locations as the first aid boxes.
- The Clerk/Site Supervisors are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority as required.

## **Monitoring**

- The HS&E Advisor carries out regular site inspections to ensure our safe working practices are suitable and being adhered to.
- The HS&E Advisor is responsible for investigating accidents and work related causes of absence with assistance from the Clerk/Site Supervisors & employees.
- The Council are responsible for acting on investigation findings to prevent a recurrence

## **Emergency Procedures – Fire and Evacuation**

- The Council are responsible for ensuring the fire risk assessment is undertaken and implemented for all premises.
- Escape routes and the means of raising the alarm are checked by local management every week
- Site escape routes and the means of raising the alarm are checked by local management every day.
- Fire equipment is maintained and checked by a competent sub-contractor every 12 months
- Emergency evacuation drills are organised and carried out by the H&S representative at Council Offices and on major sites (as applicable) at least once every 12 months.

## **Some Key Areas of Risk**

- Working at height
- Transport Movements
- Work equipment - Machinery
- Vibration
- Manual handling
- Noise
- Slips, trips and falls
- Work with Hazardous Substances (including wood dust etc)