

## Woughton Community Council

# Health and Safety Policy

2020

## Health and Safety at Work Act 1974

Woughton Community Council are committed to provide adequate control of the Health and Safety risk arising from all our work activities. To consult with our employees on matters affecting their Health and Safety. To provide and maintain safe plant and equipment. To ensure the safe handling and use of substances under current legislation of COSHH. Provide information, instruction and supervision for employees. Ensure that all employees are competent to do their tasks and to give adequate training. Prevention of accidents and cases of work-related ill health. To maintain safe and healthy work conditions and to revise this policy accordingly at regular intervals.

### Responsibilities

The employer has overall responsibility for Health and Safety. The responsibility for day to day tasks can be delegated to someone else e.g manager or supervisor. The employer needs to be kept informed about Health and Safety matters as the matters concerning Health and Safety are still the overall responsibility of an employer. Specific tasks can be delegated to the individuals in the organization, by workplace area by topic. Responsibilities should be clearly set out so that if there are any Health and Safety concerns, they can be reported to the right person.

1. Overall responsibility for Health and Safety is that of the Council Manager
2. Day to day responsibility for ensuring this policy is put into practice lies with the delegated Health and Safety Officer.
3. To ensure Health and Safety standards are maintained/improved, the following people have responsibilities in the following areas
4. Woughton Community Council Office – Health and Safety Officer (Ian Tegerdine and Steve Mcnay),
5. Meeting Places – Samone Winsborough
6. Fishermead Landscape Depot – Health and Safety Officer (Ian Tegerdine)
7. No 95 – Tash Darling
8. Community Services Activities – Sean Perry

### All employees must:

- Co-operate with Health and Safety Officer and managers 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
- Report all Health and Safety concerns to the Council Manager or Health and Safety Officer

### Health and Safety Risks Arising from Work Activities

Risk assessments will be undertaken by Health and Safety officer  
The findings of the risk assessments will be reported to Operations Committee  
Action required to remove/control will be approved by Operations Committee

Committee and Health and Safety Officer will check that the implemented actions have removed/reduced the risks

Risk assessments will be reviewed every 6 months or when work activity changes, or following an incident, accident or near miss.

### **Consultation with Employees**

Consultation with the staff will be provided by the Council Manager/Health and Safety Officer

### **Safe Plant and Equipment**

Health and Safety Officer and other line managers within their teams will be responsible for identifying all equipment/plant needing maintenance

Health and Safety Officer and other line managers within their teams will be responsible for ensuring effective maintenance procedures are drawn up

Health and Safety Officer and other line managers within their teams will be responsible for ensuring that all identified maintenance is implemented

Any problems found with plant /equipment should be reported to the Council Manager, Health and Safety Officer or Manager responsible for the defective plant/equipment

Health and Safety Officer and other line managers in conjunction with contractors will check that new plant and equipment meets Health and Safety standards before it is purchased

### **Safe Handling and Use of Substances**

Health and Safety Officer will be responsible for identifying all substances which need COSHH assessments

Health and Safety Officer will be responsible for COSHH assessments

Health and Safety Officer will be responsible for ensuring that all actions identified in the assessments are implemented

Health and Safety Officer will be responsible for ensuring that all relevant employees are informed about the COSHH assessments

Health and Safety Officer/Caretaker Manager will check new substances can be used safely before they are purchased

Assessments will be reviewed every 6 months or when the work activity changes, or following an incident, accident or near miss.

### **COSHH (Control of Substances Harmful to Health)**

All chemicals and cleaning products that are currently in use by Woughton Community Council must have a relevant Technical Data Sheet provided. Any product not having these data sheets will not be used. These data sheets are kept in the Health and Safety folder located in the Hub Office. These data sheets contain the risk of harm of the product and treatment and control measures required, what PPE requirement that should be in place.

### **Information, Induction and Supervision**

The Health and Safety Law poster are displayed in the Hub, Fishermead Landscape Depot and No 95

The Health and Safety information is available from:

HSE Infoline 0845 345 055

HSE website [www.hse.gov.uk](http://www.hse.gov.uk)

HSE direct [www.hsedirect.gov.uk](http://www.hsedirect.gov.uk)

Health and Safety Officer and line managers within their teams are responsible for ensuring that our employees at locations under our control are given Health and Safety information

**RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) is the law that requires employers, and other people in charge of work premises, to report and keep records of:

- work-related accidents which cause deaths
- work-related accidents which cause certain serious injuries (reportable injuries)
- diagnosed cases of certain industrial diseases; and

- certain 'dangerous occurrences' (incidents with the potential to cause harm)

If any of these accidents or incidents occur these must be reported to the HSE within 15 days of the accident or incident occurring.

### **Competency for Tasks and Training**

Induction for all employees by Health and Safety Officer or by line manager

Job specific training will be provided by line managers

Specific jobs requiring training are recognised within individual teams (e.g youth, community and landscape teams)

Training records are kept at Woughton Community Council Offices by Operations Manager

Training will be identified, arranged, and monitored by Operations Manager Health and Safety Officer or line managers

### **Accidents, First Aid and Work-Related Ill Health**

Health surveillance is required for employees doing the following jobs

- Cleaning Premises
- Patrolling Estates
- Landscaping

Health surveillance records will be kept at Woughton Community Council Office by line managers or Health and Safety Officer

The first-aid boxes are kept in

- Main Office
- Youth Building
- Vehicles

The appointed first aiders are

All accidents and cases of work-related ill health are to be recorded in the accident books provided in the Main Office, Youth building and Landscape depot

Council Manager/Health and Safety Officer are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authorities (HSE or local authority depending upon work arrangements)

### **Monitoring**

To check our working conditions, and to ensure our safe working practices are being followed we will

- Complete and review our risk assessments every 6 months or following an incident, accident or near miss
- Implement necessary changes to lower the risks
- Implement and update Health and safety Policy according to changes in legislation
- Provide necessary training to all our staff

Council Manager and Health and Safety Officer are responsible for investigating accidents

Council Manager and Health and Safety Officer are responsible for investigating work-related causes of sickness absences with support from Operations Manager

Council Manager and Health and Safety Officer are responsible for acting on investigation findings to prevent a recurrence

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

Health and Safety Officer is responsible for ensuring the Fire Risk Assessments are undertaken and implemented.

Escape routes are checked every 6 months

Fire Extinguishers are maintained and checked by:

Complete Detection Systems Ltd (CDS)  
The Old Rectory  
46 Leicester Rd  
Narborough  
Leicestershire  
LE19 2DF  
01162 750177

Emergency evacuation will be periodically. Usually these will occur every 6 months. The fire assembly point situated in front of Christ the Vine Church next to the memorial. The nominated fire warden will ascertain that all staff have evacuated the building, if not this will be reported to the lead Fire officer when they arrive.

<b>Last review date:</b>	<b>November 2020</b>
<b>Next review date:</b>	<b>November 2021</b>
<b>Lead:</b>	<b>Health and Safety Manager</b>
<b>Overseeing Committee:</b>	<b>Operations</b>
<b>Approved:</b>	
<b>Review cycle:</b>	<b>Annually and/or as per legislation</b>