

HEALTH AND SAFETY POLICY: Ambrosden Parish Council

1. General Statement of Policy

1.1 Ambrosden Parish Council (APC) aims to provide and maintain safe and healthy working conditions, equipment (including tools and PPE) and systems of work for all our employees and volunteers, and to provide such information, instruction, training and supervision as they need for this purpose their role.

1.2 The allocation of duties for safety matters and the particular arrangements which we APC will make to implement the policy are set out below.

1.3 The policy and the way in which it has operated will be reviewed every year by the Parish Council. Although risk assessment is a continuing process, it shall form part of Council's annual review.

2. Responsibilities

2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc Act 1974 and Regulations, and the Occupiers Liability Act, is that of Ambrosden Parish Council. The Clerk is responsible for the day to day implementation of this policy.

2.2. Ambrosden Parish Council will:

- Manage health and safety risks in the workplace
- Provide clear instructions and information, and adequate training, to ensure employees are competent in their work
- Provide personal protective equipment
- Consult with employees on matters affecting their health and safety
- Provide and maintain safe equipment
- Ensure safe manual handling
- Maintain safe and healthy working conditions
- Implement emergency procedures, including evacuation in case of fire or other significant incident
- Review and revise this policy, alongside the Parish Council Risk Assessment, annually

2.3 All employees have the responsibility to co-operate with the Council and Clerk to achieve a healthy and safe workplace and to take reasonable care of themselves and others under Section 7 of HASWA.

2.4 Employees must report all health and safety concerns to the Clerk.

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2.5 All accidents shall be reported in the Accidents Record Book [held by the Clerk at the Village Hall and will be investigated by the Clerk.](#)

3. Specific Policies

3.1 Policies for particular activities are attached as Appendix as follows:

- Street Cleaning
- Operating machinery/using dangerous substances
- Working from Home
- Notice to Contractors

Appendix

1. Street Cleaning

1- The Council will provide the required PPE and equipment. This includes, but is not limited to: gloves, a litter grabber, sturdy all weather boots and a hi-vis jacket.

Employees must

- Always wear protective clothing and equipment
- Report any issues (loss, breakage) of equipment immediately
- Wear weather appropriate clothing
- Not work under the influence of alcohol or drugs
- Work **is** only in agreed areas
- Report any potential hazards to the Clerk
- Report any accidents or near misses to the Clerk
- Handle **dispose of** all waste and bagged waste with care
- Not put anything sharp (e.g. broken glass) into a bag.
- Not collect or handle any single item weighing more than 15kg (maximum) or that **you they** have to strain to lift.
- Be aware of surroundings, including traffic

2. Operating Machinery/ Dangerous Substances

Machinery? Training, understanding, refresher, licences, SOP/Ras – what equipment do we have? If none, state this.

2- The Council keeps an MSDS and a COSHH RA for all chemical substances in use. **We do? Where is it kept, who has assessed the chemicals, how often is it reviewed?**

Employees must:

- Wear appropriate protective clothing
- Ensure only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment, use this equipment
- Ensure dangerous moving parts of machinery is guarded. Guards must not be removed except for the purpose of repair and maintenance. **Guards may only be removed by an authorised/trained person** All machinery must comply with statutory regulations for guarding and use.

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- Ensure that engines of any motorised equipment are stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
- Not leave machinery unattended where others may interfere with them.
- Clear stones and similar objects are cleared from the path of equipment to prevent such objects being projected from machinery.
- Only fill fuel tanks in the open, with the engine stopped.
- Ensure no naked flames, or smoking, in the vicinity of a fuel tank or storage can.
- Store fuel in an approved container
- Adhere to the manufacturer's instructions regarding the safe use of chemicals

3. Working from Home

The Council will ensure a DSE assessment is completed and necessary equipment provided.

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Employees must:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do or don't do, as laid out in Section 7 of HASWA.
- Report all employment-related hazards

Contractors

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

1. 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 and welfare of any of the relevant statutory provisions.
2. Employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises or on behalf of the Council 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.
3. 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 Act 1974 (amendments), and relevant statutory provisions.
4. The Council may request to visit the site of works at an agreed time with the contractor.
The Council will retain the right to stop any operation, plant or equipment, or the action

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of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.

5. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Clerk to order such a stoppage.
6. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises **or whilst carrying out work on behalf of the Council** involving you or your employees. The Council will to be provided with a copy of a contractor's insurance prior to any works taking place.
7. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.
8. Contractors must supply a copy of their Risk Assessment and Method Statement for each task undertaken on behalf of the Parish Council and a Risk Assessment for each and every piece of equipment used in completing each task.

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