

HEALTH AND SAFETY POLICY

1. Introduction and duties

- 1.1 The Health and Safety at Work Act 1974 sets out the general duty of employers, and states the main principle as *'it shall be the duty of every employer to ensure, as far as is reasonably practical, the health, safety and welfare at work of all its employees.'*
- 1.2 The council recognises and accepts this responsibility for providing a safe environment for its employees, contractors, voluntary helpers, and for the health and safety of any other person who may be affected by its activities as far as is reasonably practical.
- 1.3 The council will actively promote health and safety at all times.
- 1.4 The Health and Safety at Work Act 1974 also sets out the duties of employees while at work.
- 1.5 Employees have a duty *'to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.'*
- 1.6 The role of the Health and Safety Officer shall be the responsibility of the Clerk.

2. Sensible risk management

- 2.1 The council will implement a Health and Safety policy to fulfil its responsibilities, and adopt a sensible approach to risk management designed to:
 - Ensure a safe place of work and live
 - Provide sufficient information, instruction and training for employees, contractors and voluntary helpers to ensure staff and the public are properly protected in their council activities
 - Ensure that risks that are created are managed responsibly
 - Ensure that precautions taken are appropriate to the perceived level of risk
 - Establish an audit trail of asset monitoring and risk assessment records
- 2.2 The sensible risk management approach will ensure the council **does not**:
 - Use 'Health and Safety' as a reason for preventing an activity
 - Scare people by exaggerating risks or publicising trivial risks
 - Create unrealistic demands prior to agreeing an activity

3. Risk assessments

- 3.1 The Management of Health and Safety at Work Regulations 1999 require employers to carry out risk assessments.

- 3.2 A risk assessment should be a practical exercise examining what, in your work, could cause harm to people, and putting in place controls to minimise the identified risks.
- 3.3 The Health and Safety executive (HSE) promote a risk assessment process which follows the five following steps:
 - Identify the hazards
 - Decide who might be harmed and how
 - Evaluate the risks and decide on precautions
 - Record the findings and implement them
 - Review the risk assessment and update if necessary
- 3.4 Employees will conduct annual office and home-work station risk assessments and report the findings to the Personnel committee with a written report.
- 3.5 Employees will consider and ensure application of necessary safety measures when lone working.
- 3.6 The council will conduct risk assessments as and when they perceive these necessary, such as for any event or activity that might pose a risk to the health and or safety of any member or employee.
- 3.7 The council and its employees will conduct regular, - risk assessments of its recreational spaces, playground equipment and Highways Assets and report the findings to the Clerk.
- 3.8 Annual ROSPA, or similar, Risk Assessments will be undertaken and will be the responsibility of the Grounds Working Group
- 3.9 A full record of all risk assessments will be kept in the council office, including details of any remedial action taken.
- 3.10 Annual asset checks, Council scheduled checks and any risk assessment feedback will inform longer term financial planning for safety maintenance needs.
- 3.11 A written record of any accidents, injuries or incidents will be retained in the council office and referred to when completing any risk assessment.

4. Introduction and duties

- 4.1 The council will ensure all employees are trained in the use of any work items provided to them to fulfil their duties.
- 4.2 The council will actively involve staff members in completion of risk assessments connected to their respective roles and encourage staff members to raise any health and safety concerns they have with their line managers.

- 4.3 The council recognise its obligations to consult with its employees as detailed in the Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committee Regulations 1977.

5. The Health and Safety Officer shall:

- 5.1 Remain updated with relevant Health and Safety Policy legislation and inform the Council accordingly.
- 5.2 Make effective arrangements to implement the Health and Safety at Work Policy.
- 5.3 Ensure that matters of Health and Safety are recorded and reported to Council or the relevant Committee.
- 5.4 Ensure that employee personal risk assessments are carried out where necessary such as for lone working and manual handling.
- 5.5 Maintain a record of the risk assessments and the generic risk register.
- 5.6 Make effective arrangements to ensure that contractors or voluntary helpers working for the council comply with all reasonable Health and Safety at Work requirements.
- 5.7 Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the Council or the general public.
- 5.8 Maintain a central record of any notifiable accidents.
- 5.9 Take immediate action when an accident or hazardous incident occurs, to prevent a recurrence or further accident.
- 5.10 Complete the necessary accident reporting procedure in the event of the above.
- 5.11 Ensure that equipment used by employees is regularly maintained and serviced.

6. All employees, contractors and voluntary helpers will:

- 6.1 Cooperate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety.
- 6.2 Take reasonable care of their own Health and Safety, use appropriate personal protective clothing and, where appropriate, ensure the appropriate First Aid materials are available.

- 6.3 Take reasonable care for the Health and Safety of other people who may be affected by their activities.
- 6.4 Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
- 6.5 Not misuse any plant, equipment, tools or materials so as to cause risks to Health and Safety.
- 6.6 Report any accidents or hazardous incidents to the Clerk.
- 6.7 Ensure that contractors and volunteers have adequate and appropriate insurance.

7. Other legislation

- 7.1 The council will be mindful of other legislation which may affect its responsibilities for Health and Safety and take these into account when assessing risks, in particular:
 - The Workplace (Health, Safety and Welfare) Regulations 1992
 - The Personal Protective Equipment at Work Regulations 1992
 - The Manual Handling Operations Regulations 1992
 - The Health and Safety (Display Screen Equipment) Regulations 1992
- 7.2 The council is also aware of other legislation which could affect its future responsibilities for health and safety, in particular:
 - The Health and Safety (First Aid) Regulations 1981
 - The Electricity at Work Regulations 1989
 - The Confined Spaces Regulations 1997
 - The Provision and Use of Work Equipment Regulations 1998
 - The Lifting Operations and Lifting Equipment Regulations 1998
 - The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
 - The Work at Height Regulations 2005
 - The Regulatory Reform (Fire Safety) Order 2005
 - The Control of Asbestos Regulations 2012
 - The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR) (Please see Appendix 1)

8. Insurance

- 8.1 The council will meet its legal obligations to insure against liability or disease to their employees arising out of their employment under the provisions of the Employers' Liability (Compulsory Insurance) Act 1969.

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Accidents at Work – Reporting to RIDDOR:

A RIDDOR report is required when:

- The accident is work-related.
- It results in an injury of a type which is reportable.

Types of reportable injury:

The death of any person - All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers:

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

(Further guidance on specified injuries is available).

Over-seven-day incapacitation of a worker:

Accidents must be reported to Personnel Sub Committee in addition to RIDDOR where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation:

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non-fatal accidents to non-workers (eg members of the public):

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

Occupational diseases:

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work.

Accident / Incident At Work Report

This form will be used to record any work-related injuries and near misses
The form should be completed immediately after the incident.

Section 1 – About the accident or incident

I am reporting a (please circle):

Near Miss Accident Incident Work Related Health Issue

When it happened:

Day: Date: Time (24hr clock):

Where did it happen and what happened:

Office / other location (specify where): What happened – describe accident or incident including events leading up to it: Witness – name and contact details of anyone who saw what happened:

Section 2 – Persons Involved

Who was involved:

Name: Job Title:

Or full address if non-employed persons:

What type of injury has been sustained:

What treatment was provided:

Did the injured person go straight back to work? Y / N Duration of absence if N:

Name of person completing this form:

Date Form Completed: