



## **DONNINGTON AND MUXTON PARISH COUNCIL**

### **Safety Policy in accordance with Section 2(3) of the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations (1998)**

#### **1. Introduction**

This document has been compiled to provide information and guidance to all employees on this Council's Health and Safety Policy and organisational arrangements for implementation of that Policy.

#### **2. Statement of Safety Policy**

- 2.1 It is the policy of this Council to provide and maintain safe and healthy working conditions, plant, equipment and systems of work for all its employees, and to provide such information, training and supervision as needed for this purpose. It also accepts its responsibility for the health and safety of other people who may be affected by this Council's activities.
- 2.2 The allocation of duties for safety matters and the particular arrangements which it will make to implement the policy are set out below.
- 2.3 The policy will be kept up to date and reviewed on an annual basis.

#### **3. The Organisation and Responsibility**

##### **3.1 Overall Responsibility**

The Parish Clerk has overall and final responsibility for ensuring:

- a. the provision and implementation of the Health and Safety Policy; and
- b. its annual review.

##### **3.2 Delegated Responsibility within the Council**

3.2.1 The Parish Clerk will be responsible for the day to day supervision and in particular:

- a. Establishing safe systems of work and procedures for carrying out the Council's Safety Policy incorporating any Regulations, approved Codes of Practice and other relevant legislation.
- b. Ensuring that safe working procedures and safe systems of work are implemented by manual work staff and that a safe working environment is provided for them.

- c. Ensuring that all manual employees under the Clerk's control receive adequate training, information and supervision to maintain safe standards.
  - d. Maintaining safe working practices in order to achieve maximum safety.
  - e. Ensuring adequate safety, supervision and training where required, in particular where young and inexperienced workers are concerned.
  - f. Ensuring that all safety rules are observed and that protective clothing and equipment is worn or used where required.
  - g. Ensuring that all machinery and equipment is properly maintained and safe to use and that guards are in position.
- 3.2.2 All employees have the responsibility to co-operate with their supervisor and Line Manager to achieve a healthy and safe work place and to take reasonable care of themselves and others.
- 3.2.3 All council employees are required to:
- a. Make themselves familiar with and conform to the Council's Health and Safety Policy.
  - b. Observe safety rules at all times.
  - c. Where required, wear protective clothing and use appropriate safety devices provided.
  - d. Report to their immediate supervisor all accidents, injuries to persons and damage to vehicles, plant and machinery.
  - e. Know the location of the first aid facilities.
  - f. Report all safety hazards, as a matter of urgency, to their immediate supervisor.
  - g. Know what to do in the case of fire or other emergency and the location of fire fighting equipment.
  - h. Maintain good housekeeping at all times.
  - i. Observe safe standards of behaviour and dress.
  - j. Not enter into any kind of horse play or practical joking.
- 3.2.4 It is the policy of this Council that all employees shall receive training in all safety aspects of their occupation, and courses shall be held for this purpose.
- 3.2.5 It shall be the duty of all staff to carry out a visual safety inspection of plant and equipment prior to using such machinery.
- 3.2.6 It shall be the responsibility of the Clerk to investigate and to submit a full report to the Council which, in turn, will make recommendations on accident prevention.
- 3.2.7 It shall be the responsibility of the Clerk to monitor the maintenance of all plant and equipment and to submit a report for consideration by the Council on obsolete machinery.

## **4. General Arrangements**

### **4.1 First Aid**

A first aid box is located in the Parish Council Office situated in the library and also in the kitchen at Turreff Hall. The Parish Clerk is responsible for carrying out periodical checks to ensure the contents are adequately maintained.

## **4.2 Accidents, Injuries and Dangerous Occurrences**

- 4.2.1 It shall be the responsibility of the Parish Clerk to record all incidents in the Accident Book and to report those injuries, diseases and other Dangerous Occurrences to the Health and Safety Executive on the appropriate form F2508 or F2508A.
- 4.2.2 The Accident Book is located in the Parish Council office situated in the library.

## **5. Fire Safety**

### **5.1 Escape Route**

It shall be the responsibility of the Parish Clerk to see the escape route and passageway are kept clear at all times.

### **5.2 Fire Extinguishers**

- 5.2.1 It shall be the responsibility of the Parish Clerk to organise annual inspections of all fire extinguishers on the Council's premises.
- 5.2.2 The Maintenance Company responsible for carrying out these inspections is:  
Central Fire Control  
Tilley Green  
Wem  
Shrewsbury  
Shropshire  
SY4 5PJ  
Tel: 01939 232211

### **5.3 Fire Alarms**

- 5.3.1 All employees are responsible for ensuring that they are conversant with Parish Council's evacuation procedure.
- 5.3.2 The fire alarm will be tested by the staff on a weekly basis, usually at 8.30am on Monday.
- 5.3.3 Fire drills will be carried out periodically to test the adequacy of the precautions and evacuation procedures.

## **6. Records**

It shall be the responsibility of the Parish Clerk to log all fire alarm tests and drills in a record book, which shall be provided for this purpose.

## **7. Advice and Consultancy**

The local Inspector's Office and telephone number is:  
Health and Safety Executive,  
19 Ridgeway  
9 Quinton Business Park, Quinton  
Birmingham  
B32 1AL  
Tel: 0121 607 6200

## **8. Training**

8.1 It shall be the duty of the Parish Clerk to issue all newly appointed staff with a personal copy of the Donnington and Muxton Parish Council's Health and Safety Policy and such supplements as are applicable to his/her duties and responsibilities.

8.2 It shall be the responsibility of the Parish Clerk to ensure that all manual staff receive adequate training in all safety aspects of their occupation and, in particular, the use of any machinery.

## **9. Contractors and Visitors**

9.1 Where Contractors and Sub-Contractors are engaged by the Council, they must maintain effective control of themselves and those working under them so as to ensure that they comply with the responsibilities and duties under the Health and Safety at Work Etc. Act 1974.

9.2 The Council shall ensure that those not in employment of the Council, including the general public, are not exposed to risk to their safety or health when on the Council's premises.

## **10. Supplements to Safety Policy Statement**

Specific information, instructions and procedures concerning health and safety are contained in local codes of practice and safe working procedures. These can be accessed via the internet or from the regional Health and Safety Executive.

Date: 25<sup>th</sup> January 2017

Signed: *Ralph L Morgan*  
Clerk of the Council