

12. HEALTH AND SAFETY

- 12.1. Mepal Parish Council annually nominate a Health & Safety Officer.
- 12.2. The policy is to provide and maintain working conditions, equipment and systems of work which are safe and healthy for our employees, and to provide information, training and supervision sufficient to maintain safety. Mepal Parish Council also accept responsibility for health and safety of persons other than employees who may be affected by our activities.
- 12.3. The overall and final responsibility in the Council for health and safety is that of Mepal Parish Council (as a corporate body)
- 12.4. The Day-to-day responsibility for ensuring implementation of this policy is that of the Clerk to the Parish Council.
- 12.5. The Health & Safety Officer is responsible for monitoring the work of the Clerk in ensuring implementation of the Health and Safety Policy.
- 12.6. All employees are expected to
 - Co-operate with the parish council on health and safety matters
 - Not interfere with anything provided in the interest of health and safety
 - Take care of their own health and safety and that of other persons who could be affected by their actions
 - Report all health and safety concerns to an appropriate person
 - Not enter restricted areas or use equipment for which suitable and adequate training has not been received
- 12.7. Information, Instruction Training and Supervision
 - Health and Safety advice is available from the Clerk to the Council
 - Supervision of any young workers/trainees working for the Parish Council will be arranged and monitored by the Clerk to the Council
 - Any employees of the Parish Council working as part of that employ at locations under the control of others will be provided with health and safety information by the Clerk to the Council
- 12.8. Induction training for all employees will be provided by the Clerk to the Council
- 12.9. Training records are kept by the Clerk to the Council
- 12.10. Training will be identified, arranged and monitored by the Clerk to the Council
- 12.11. **All Accidents, First-Aid and Work-related Health issues** are the responsibility of The Clerk to the Parish Council.
- 12.12. All accidents and cases of work-related ill health are to be recorded in the accident book. The accident book is kept by the Clerk to the Council.

- 12.13. The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority/ Incident Contact Centre is the Clerk to the Parish Council
- 12.14. All accidents will be investigated by the Clerk to the Parish Council together with the Chairman of the Parish Council
- 12.15. All cases of work-related sickness absence will be investigated by the Clerk to the Parish Council, or, in the case of the Clerk's sickness absence, by the Chairman of the Parish Council
- 12.16. **Safe Plant and Equipment.** All equipment requiring routine maintenance will be identified and effective maintenance procedures drawn up and implemented by the Clerk to the Parish Council
- 12.17. Any faults or concerns regarding plant/equipment should be reported to the Clerk to the Parish Council
- 12.18. New plant and equipment will before it is purchased be checked to ensure that it meets health and safety requirements by the Clerk to the Parish Council
- 12.19. **Control of Substances Hazardous to Health (COSHH).** All substances at present in use and requiring a COSHH assessment will be identified by the Clerk to the Parish Council
- 12.20. COSHH assessments relating to substances at present in use will be carried out, monitored and reviewed by the Clerk to the Parish Council.
- 12.21. For any new activity, substances to be used and requiring a COSHH assessment will be identified, and assessments will be carried out by such person as is nominated in that behalf by the Parish Council
- 12.22. All actions identified as necessary will be implemented by the Clerk to the Parish Council or, in the case of any new activity, by such person as has been nominated in that behalf by the Parish Council, and monitored by the Clerk to the Parish Council
- 12.23. All employees will be informed and trained about relevant use of hazardous substances by the Clerk to the Parish Council
- 12.24. Where necessary, health surveillance will be arranged by the Clerk to the Parish Council
- 12.25. Any resultant health surveillance records will be kept by the Clerk to the Parish Council
- 12.26. Where work is contracted out, contractors will be asked by the Clerk to the Parish Council to supply the necessary documentation to ensure that they conform to the requirements of COSHH
- 12.27. **Risk Assessments.** Risk assessments for existing activities will be undertaken by or on behalf of the Parish Council
- 12.28. A risk assessment for any new activity will be undertaken by such person as is nominated in that behalf by the Parish Council
- 12.29. A risk assessment of any activity undertaken by parties given permission to use assets* of the Parish Council will be required of such parties
- 12.30. The findings of the risk assessments will be reported to the Clerk to the Parish Council

- 12.31. Responsibility for ensuring the action required in the risk assessments is implemented lies with Mepal Parish Council (as a corporate body)
- 12.32. Assessments will be monitored and periodically reviewed by the Clerk to the Parish Council
- 12.33. Regular health and safety meetings for staff are not, at 1st April 2018, necessary
- 12.34. Records of any such meetings if in future they become necessary shall be kept by the Clerk to the Parish Council
- 12.35. **Emergency Procedures – Fire and Evaluation.** The Parish Council controls emergency procedures relating to fire and evacuation at Mepal Sports Pavilion. All details are in the red Emergency File at the pavilion.

Document History – HEALTH AND SAFETY		
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