



## Oswestry Rural Parish Council

# HEALTH AND SAFETY POLICY

### General Statement of Intent

Oswestry Rural Parish Council recognises its statutory duty and obligation under the Health and Safety at Work etc. Act 1974 and other relevant legislation which provides the framework for setting Health and Safety objectives.

The council will manage health and safety in accordance with this policy and will do, so far as is reasonably practicable:

- to safeguard the health, safety and welfare of employees, volunteers, visitors and anyone who may be affected by its activities and,
- to manage risk with the aim of averting injury and/or ill-health.

### Statement of General Policy

The council will always seek to ensure safe working conditions. Health and safety matters, including relevant risk assessments, which will be undertaken and reviewed as and when appropriate.

The objectives of this Health and Safety Policy are to:

- Commit to fulfil legal obligations and other requirements.
- Prevent injury and work-related ill health.
- Provide the control and management of health and safety risks for work relating to council activities.
- Provide adequate training and ensure employees, and those working on behalf of the council, are competent to do their work. (Competency = qualifications and experience).
- Provide, and communicate, sufficient information, instruction, and supervision in health and safety as far as is reasonably practicable.
- Provide training and the provision of personal protective equipment, where required.
- Consult with employees on matters affecting their health, safety and welfare.
- Provide and maintain safe plant and equipment.
- Ensure safe handling and use of substances hazardous to health.
- Maintain safe and healthy working conditions.
- Ensure emergency procedures are available, understood and followed.
- Review and revise this policy at least annually.

### Organisational Responsibility

The Parish Council has overall responsibility for health and safety for all council activities. The Council's safety officer is the Clerk who is responsible for:

- Provision and management of all risk and risk assessments.
- Provision and communication of health and safety guidance.
- Investigation and recording of accidents/incidents and near misses.
- Providing all contractors with a copy of this policy and ensure they understand and will comply with the policy.
- Ensuring the council has adequate insurance in place.
- Keeping up to date with, and remain compliant to current health, safety and applicable legislation.

- Implementation and review of this policy.

All prospective hazards should be reported to the Clerk for action.

The Clerk will work in accordance with the Council's Lone Working Policy.

### Contractors' Responsibility

Contractors working for the council should:

- Adhere to the Health and Safety at Work etc. Act 1974 and other relevant legislation.
- Provide evidence of their current public liability insurance.
- Provide evidence of their competency to undertake the work agreed.
- Report any accidents, hazardous incidents or near misses to the Clerk.

### Risk Assessment

The council will carry out risk assessments as required.

Where required, the council will communicate the risk to those who may be affected by the work and, ensure that all risk assessments are suitable and sufficient for the work undertaken.

### RIDDOR Reporting

The RIDDOR Regulations 2013 (Reporting of Accidents, Diseases and Dangerous Occurrences) require that certain prescribed events, injuries and diseases are formally reported, and the Clerk is responsible for this.

Reporting will be in accordance with Accident Book BL510 (2018) to comply with the RIDDOR Regulations.

The RIDDOR report will, as a minimum, record:

- The time, date and location of the incident.
- The circumstances of the accident including photographs and diagrams where possible.
- The nature and severity of the injury sustained.
- Eyewitness statements.
- Description of any resolution and its effectiveness.
- The date of the report.

<i>Policy adopted:</i>	<i>27 October 2017</i>
<i>Last reviewed:</i>	<i>26 May 2022</i>
<i>Next review date:</i>	<i>March 2023</i>