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# BERRYNARBOR PARISH COUNCIL

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## Health & Safety Policy

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## 1. Introduction

Berryнарbor Parish Council recognises that it has statutory obligations under the Health and Safety Act to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, contractors and members of the public. It is our policy to provide information, instruction, training and supervision as needed for this purpose.

Berryнарbor Parish Council also accepts the responsibility of the Health and Safety of other people who may be affected by its activities and actively seeks support from all employees to achieve the objectives of this Policy.

The Policy will be kept up to date as required and to ensure this, the Policy and the way it is operated, will be reviewed annually.

## 2. Day to Day Health and Safety Responsibilities

### Berryнарbor Parish Council

- Must maintain an effective programme to ensure that all workplace hazards are systematically identified and appropriate measures introduced to control these hazards. Risk Assessments to be undertaken on an annual basis, and a visual risk assessment before commencing any works.
- Ensure all employees and sub-contractors have the opportunity to participate in the development of good working practices, have all relevant documentation

relating to Health and Safety available, receive training where relevant and are provided with the necessary information to undertake their duties safely.

- Ensure all necessary personal protective equipment is provided to employees, that they are trained in its use and proper maintenance and storage.
- Encourage all staff to set a high standard of health and safety management.
- Ensure all contractors comply with the necessary health and safety standards.

## Employees

- Must take responsibility for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- Co-operate with Berrynarbor Parish Council to achieve a healthy and safe workplace, and to report any health and safety problems that arise which they are unable to resolve themselves.
- Carry out their duties in a way that does not adversely affect their own health and safety and that of others and to ensure that personal protective equipment is used at all times.
- Not to misuse any equipment provided in the interests of health and safety and their welfare.
- Undertake any training and or instructions in health and safety related subjects to ensure that they are competent to carry out their health and safety responsibilities.

Employees and sub-contractors are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end the Health and Safety Policy is a document that must be read, understood and implemented by all employees and sub-contractors. Employees and sub-contractors must not promote or participate in any action that may result in accident or injury.

## Vehicle Safety

- No person to drive or operate machinery on Berrynarbor Parish Council business unless authorised to do so and holding the appropriate licence.
- Vehicles are only to be used for the purposes intended.

## Manual Handling

- Berrynarbor Parish Council follows the Health and Safety Executive guidelines for lifting and no employee is expected to lift over 25kg without assistance. All staff that maybe involved in physical handling will be trained in the correct procedures to adopt.

## Display Screen Equipment

- All employees to be informed of the various health conditions associated with the use of display screen equipment. All employees to receive training in the correct use of computers, the positioning of desk, chair, monitor etc. to enable them to avoid the various ill health problems. All employees to be aware that their employer will provide an eye test should it be required and provide reimbursement towards glasses as the law provides.

## Hazardous Substances

- Hazard substances used by the Maintenance Staff to be kept locked in a suitable cupboard and/or locked in a suitable container and necessary protective clothing worn during their use. Substances to be risk assessed.

## Risk Assessments

Risk assessments to be carried out in the following areas,

- General risk assessment of the workplace
- Display screen equipment
- Hazardous substances
- Fire hazards

## Female Workers of Child Bearing Age

Workplace risk assessments consider any risks to female employees of childbearing age and in particular the risks to new and expectant mothers. Should any person in this category notify Berrynarbor Parish Council of becoming a new or expectant mother, a separate risk assessment will be carried out on her work and working conditions according to the requirements of the management of Health and Safety at Work Regulations 1999.

## Lone Worker

In Line with the Health and Safety Executive (HSE) a lone worker is defined as any person who works by themselves without close or direct supervision.

The role of Clerk to Berrynarbor Parish Council involves a significant amount of solo activity and due regard must be given to the activities undertaken in a solo capacity. Therefore, the aim of this policy is to reduce the risks to staff when working alone.

This policy applies to all staff working for Berrynarbor Parish Council including those on temporary or honorary contracts, those working mainly for other organisations but

on Council premises, and visitors on the Council's behalf.

The Council will, so far as is reasonably practicable, ensure that,

Employees who are required to work alone or unsupervised are protected from risks to their health and safety.

The risk to employee's health and safety are identified by suitable and sufficient risk.

Where appropriate by the introduction of control measures, the Council will seek to eliminate the risk or reduce the risk to an acceptable level or within statutory requirements.

Employees who believe themselves to be in serious or imminent danger and for reason of their own or other person's safety, remove themselves to a place of safety, will be supported by the Council.

Employees should be suitably trained before being expected to work alone

Employees who work alone need to,

- Ensure that someone knows their location or itinerary including the vehicle being used and their expected time of return ensuring that they use the signing in/out arrangements at their place of work.
- Inform appropriately of unexpected changes of plans.
- Always report any incidents or potential hazards report any breakages or damage to protective equipment.
- Comply with safe working practices/procedures developed, giving input to updating risk assessments especially if changes are made which increase the risk.

**Adopted 9<sup>th</sup> May 2017**

Date of Review	Change Description	Minute No.
May 2025	None	2505/16