

HEALTH AND SAFETY AT WORK
TICEHURST PARISH COUNCIL

1. Introduction

1.1 This is a statement of policy adopted by Ticehurst Parish Council about its intentions, organisation and arrangements for ensuring the health and safety at work of its employees, customers, visitors and contractors whilst they are present in the Council's offices, workplaces or elsewhere on Council business.

2. Statement of intent

2.1 The Council accepts its responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of all employees, contractors, visitors and users of premises, and others who may be affected by the Council's activities, and declare their intention to meet the requirements of the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions.

2.2 The Council will continue to ensure that its policy, legal obligations and experience are applied effectively throughout the Council where it has legal obligations.

2.3 The Council recognises that accident prevention is an essential element of good work practice and that its pursuit benefits the efficiency of the Council's operations, as well as the welfare of its employees. It is recognised that effective prevention of injury and damage requires commitment at every level.

3. Objectives

3.1 In order to achieve compliance with the statement of policy, the Council has set the following general objectives:

- To set and maintain high standards for health and safety at its offices and workplaces and for staff carrying out duties on behalf of the Council;

- T
o identify risks and set in place programmes to remove or reduce these risks;
- T
o ensure that these standards are communicated to all personnel;
- T
o ensure that all personnel are given the necessary information, instruction and training to enable them to work in a safe manner, and to encourage safety and health awareness of employees;
- T
o ensure the dissemination and discussion of relevant information on safety and health issues;
- T
o monitor its operation at the office and other workplaces.

3.2 I

in pursuance of these objectives the Council will specifically:

- P
provide and maintain workplaces which are without risk to the health and safety of any employee, contractor, visitor or user of premises;
- P
provide a working environment of a standard which will ensure the health and safety of its employees and other persons who are likely to be affected by the Council's activities;
- A
assess the risks to the health and safety of employees and of anyone else who could be affected by its work activities, record the significant findings of such assessments and make them available to employees, contractors and users of premises;
- P
provide, where appropriate, equipment, tools and plant which are safe and without undue risk to health;
- I
institute procedures for the reporting of defective equipment or other hazardous conditions, and for the rectification of such defects;
- M
make proper arrangements for the safe use, handling and storage of all articles and substances used by the Council;

- P
 promote the instruction and training of employees in matters of health and safety, so as to enable them to recognise and avoid hazards at work;
- I
 inform employees, contractors, visitors and users of premises of the risks associated with its work activities by means of notices and instructions, and to clearly describe the work methods necessary to minimise the likelihood of injury or of adverse effects on health;
- P
 provide and maintain, where appropriate, safety equipment and protective clothing and ensure that employees are informed of their obligation in respect of its use;
- P
 provide first aid equipment, facilities and training, and to make such other emergency provisions as are necessary to ensure the Health and Safety of all employees, visitors and others allowed access to the Council's premises;
- I
 institute a procedure for the recording of all accidents and instances of ill health occurring as a result of the Council's activities and ensure that such incidents are investigated;
- P
 provide satisfactory welfare and amenity facilities and make such arrangements as may be necessary to ensure the welfare of employees at work;
- A
 advise all employees, contractors and users of premises of their obligations in health and safety matters , and of the penalties for acting in such a way as to endanger the safety or health of themselves or others;
- E
 ensure that accident prevention is an integral part of operational management;
- E
 ensure the proper direction and control of all persons other than employees allowed access to the Council's premises and also ensure they are not put at risk by the Council's work activities;
- C
 control the use of contractors on the Council's premises, and ensure that

contractors work to safety rules at least of the same standard as those laid down through this policy;

- arrange for health and safety inspections of all premises and other areas at regular intervals; A
- introduce an occupational health policy promoting eye tests for users of display screen equipment (appendix A). I

4. Responsibilities

4.1 To ensure prevention of ill health and the avoidance of accidents, and the promotion of safe and healthy workplaces, the following responsibilities have been established.

4.2 The overall responsibility for the health and safety of its employees and any member of the public who may be affected by the way the Council carries on its business rests with the Council. The Finance Committee shall include within its terms of reference a specific responsibility as the forum for consideration of all health and safety matters.

4.3 The Councillors have overall responsibility on behalf of the Council for implementing this policy and monitoring its implementation. In particular, the Councillors are responsible for:

- The practical implementation of the Health and Safety policy, the Health and Safety at Work, etc. Act 1974, and other relevant legislation;
- Ensuring that all operations are, as far as is reasonably practicable, conducted without detriment to the health and safety of personnel or others who may be affected by their activities;
- Ensuring that regular inspections and risk assessments are undertaken;
- Ensuring that all accidents, incidents and near misses, are reported. Reviewing all such reports and ensuring that a full investigation is carried out and appropriate remedial action taken, where necessary.

4.4 All employees are responsible for ensuring that:

- Operations under their control are, as far as is reasonably practical, conducted without detriment to the health and safety of personnel or others who may be affected by those activities;
- All accidents, incidents and near misses are recorded and reported to the Parish Clerk.

4.5 All employees have a statutory duty to co-operate with managers in carrying out their duties with the object of producing and maintaining high levels of health and safety. In particular they must:

- Co-operate in implementing the requirements of all Health and Safety legislation, related codes of practises and safety instructions;
- Refrain from doing anything which constitutes a danger to themselves or others;
- Immediately bring to the attention of their line manager/supervisor any situations or practises that are noted which may lead to injuries or ill health;
- Ensure that any equipment issued to them, or for which they are responsible, is correctly used and properly stored;
- Be responsible for good housekeeping in the area in which they are working;
- Report all accidents, incidents, dangerous occurrences and near misses.

5. Safety complaints procedure

5.1 If any member of staff wishes to make a safety complaint he or she should approach the Clerk. If any such complaint is not dealt with in a reasonable period of time, the member of staff may bring this to the attention of the Chairman of the Finance and General Purposes Committee.

6. Contractors

6.1 All Contractors working for, or on behalf of, the Council are required to comply with appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.

7. Volunteers

7.1 The Parish Council will maintain provision within their insurance to cover the activities of volunteers working on behalf of the Parish Council with regard to Public Liability. The lead member of any volunteer group working on behalf of the Parish Council is responsible for ensuring all volunteers are aware of the requirements of this health and safety policy.

8. Consultation and training

8.1 The Council is committed to involving staff at all levels in the maintenance of Health and Safety standards and to provide them with adequate information, instruction and training.

Appendix A - OCCUPATIONAL HEALTH POLICY – EYE TESTS FOR USERS OF DISPLAY SCREEN EQUIPMENT

9. Introduction

9.1 In accordance with the Council's Health and Safety Policy, the following procedure is to apply to all staff who are required to use Display Screen Equipment (DSE) for significant periods of time in the normal course of their work.

10. Examination

10.1 All newly appointed staff and existing staff whose jobs involve substantial use of DSE are required to undergo an eye examination prior to using the DSE. Such staff are recommended to undergo a further eye examination once a year.

10.2 The staff concerned may be examined by an optician of their choice and may attend the examination during working hours.

10.3 If there is a charge for the examination, the cost will be reimbursed by the Council.

11. Prescription

11.1 If as a result of the examination the employee is recommended to obtain and wear glasses or contact lenses, or if already a wearer, to obtain different glasses or lenses for use at work, the Council will reimburse the employee as follows:

- If needed solely for work use the full cost of modestly priced glasses/lenses – such sum to be ascertained from the optician and agreed with the Town Clerk and Chairman of the Council.

- In other cases 50% of the cost of the glasses will be made – a contribution to the maximum of £100 will be made upon proof that the prescription of the glasses has changed.

12. Prescription

12.1 In order to obtain reimbursement for the eye test the employee must obtain an invoice or receipt from the optician. A letter is required from the optician should the employee require glasses/lenses for DSE use. If there is a charge for the letter, the cost will be reimbursed by the Council.

12.2 If as the result of the eye examination be that the employee is recommended by the optician to avoid using DSE in order to protect the health of his or her eyes, this will be discussed with the Town Clerk and dealt with under the normal procedure for dealing with staff health issues.