

# HEALTH & SAFETY POLICY STATEMENT

## HEALTH & SAFETY AT WORK ACT 1974

### **This is the Health & Safety Policy of the Swaton Parish Council**

#### Our Statement of General Policy is :

- To provide adequate control of the Health & Safety risks arising from our activities and hence prevent accidents.
- To consult with members on matters of Health & Safety.
- To issue ALL members with copies of the Council's policy statement, guidelines for Risk Assessment and standard recording sheet.
- To give adequate guidance and ensure all members are competent to do their tasks.
- To maintain safe and healthy working conditions.
- To provide and maintain safe plant and equipment and ensure safe handling and use of substances.
- To review and revise this Policy at each AGM or sooner if necessary.

Signed : ..... Date : ..... Review Date :.....

#### Health & Safety Responsibilities :

- Overall responsibility for the implementation of the general policy for Health & Safety within the Council is with the whole Parish Council.
- Day to day responsibility for the administration of Health & Safety practice within the Council is that of the Health & Safety Officer.
- To ensure Health & Safety standards are maintained is the responsibility of the Council Chairman / Event Organiser.
- It is the responsibility for all members and visitors to take reasonable care of themselves and of any other person who may be affected by their acts or omissions.

#### Health & Safety Risk Assessments :

Risk assessments will be undertaken by : Event Organisers.

The findings of the Risk Assessment will be reported to : Council Chairman.

Action required to remove / control risks will be approved by : Health & Safety Officer.

Responsibilities for ensuring the action required and implemented and risks reduced : Health & Safety Officer.

Assessments will be reviewed periodically by : The whole Parish Council.

## **Guidelines for Risk Assessment for The Swaton Parish Council**

**HAZARD** : Anything that can cause harm (e.g. chemicals, electricity, working from ladders etc.)

**RISK** : The chance, high or low, that somebody will be harmed by the hazard.

**RISK ASSESSMENT** : A careful examination of what could cause harm to people, so you can assess whether you have taken enough precautions or should do more to prevent harm. The aim is to ensure that no-one gets hurt or becomes ill. Decide whether a hazard is significant, and whether you have taken care to ensure that the risk is small. You need to check this when you assess the hazard.

**THERE ARE FIVE STEPS TO RISK ASSESSMENT :**

**STEP 1 : LOOK OUT FOR THE HAZARDS.**

Look afresh at what could be reasonably expected to cause harm. Ignore the trivial and concentrate on significant hazards that could result in serious harm or affect several people. Ask other members what they think. They may notice what you overlook.

**STEP 2 : DECIDE WHO MIGHT BE HARMED AND HOW.** Remember to consider :

Members of the Public or people who attend your event, is there a chance they could be hurt by the planned activities.

Children, older people, new and expectant mothers.

Visitors, contractors, maintenance workers etc.

**STEP 3 : EVALUATE THE RISKS AND DECIDE WHETHER EXISTING PRECAUTIONS ARE ADEQUATE OR MORE SHOULD BE DONE.**

Consider how likely it is that each hazard could cause harm, hence determine whether you need to do more to reduce the risk. Even after all precautions have been taken, some risks usually remain. You have to decide whether the remaining risk is high, medium or low.

Your aim is to make all risks small by adding to your precautions.

If something needs to be done, draw up an action list and give priority to risks that are high or affect most people.

**IN TAKING ACTION - ASK YOURSELF :**

- Can I get rid of the hazard altogether ?
- If not, how can I control the risks so that harm is unlikely ?

**IN CONTROLLING RISKS – APPLY THE PRINCIPLES BELOW :**

- Try a less risky option.
- Prevent access to the hazard (e.g. by guarding)
- Organise the event to reduce exposure to the hazard.
- Issue personal protective equipment.
- Provide welfare facilities (e.g. First Aid, washing facilities etc.)

**STEP 4 : RECORD YOUR FINDINGS.**

Record the significant findings of your assessment. i.e. write down the significant hazards and conclusions in the form of a Risk Assessment. Risk Assessments should be suitable and sufficient – not perfect !

You should be able to show that :

- A proper check was made.
- You asked who might be affected.
- You dealt with significant hazards, taking into account the number of people involved.
- Precautions are reasonable, and remaining risk is low.

The written record should be kept for future reference, hand a copy to the Council's Health & Safety Officer for filing. It could be important if a Health & Safety Inspector asks what precautions you have taken, or if you become involved in any action for civil liability. It can remind you to keep an eye on particular hazards and precautions. It helps to show that you have done what the law requires.

**STEP 5 : REVIEW YOUR ASSESSMENT AND REVISE IT IF NECESSARY.**

If there is significant change that could lead to new hazards, amend the assessment to take account of the new hazard. If you introduce significant new hazards, you will want to consider them in their own right and do whatever you can to keep the risks down. In any case, it is good practice to review your assessment from time to time, to make sure the precautions are still working effectively.

# RISK ASSESSMENT RECORD

## RISK ASSESSMENT FOR THE SWATON PARISH COUNCIL

EVENT / ACTIVITY : .....

DATE OF EVENT : ..... ASSESSMENT DATE : .....

SIGNED : ..... ASSESSMENT REVIEW DATE : .....

DESCRIPTION / OUTLINE OF EVENT / ACTIVITY :

SIGNIFICANT HAZARDS :

GROUPS OF PEOPLE AT RISK :

EXISTING CONTROLS (OR WHERE INFORMATION CAN BE FOUND) :

RISKS NOT ADEQUATELY CONTROLLED AND ACTION NEEDED :