



## **FOUR MARKS PARISH COUNCIL**

### **HEALTH AND SAFETY IN THE WORKPLACE POLICY**

#### **General**

1. Four Marks Parish Council has established this overall Health and Safety Policy (including Lone Working) and accepts ultimate responsibility for health and safety in connection with its operations and services. This involves good practice, ensuring the allocation resources where necessary and reviewing this Policy regularly.
2. The Clerk to the Parish Council (Executive Officer) is the person responsible for implementing and monitoring Health and Safety within the work environment in connection with its operations and services. This will be achieved principally by encouraging all in the matters of health and safety, setting a personal example at all times and ensuring health and safety and fire related risks assessment programmes are in place and monitored.

#### **Statement of Intent**

3. It is the policy of Four Marks Parish Council, so far as is reasonably practicable, that its operation and services are conducted in such a manner as to prevent harm or injury to councillors, officers, visitors, contractors, sub-contractors, property and the environment. It also recognises its duty to take all reasonable steps to continuously review and make improvements when and where necessary in health, safety and welfare standards and to ensure that its statutory obligations are met at all times.

#### **Objectives**

4. To comply with the general Statement of Intent, Four Marks Parish Council has set the following objectives –
  - a. to observe Health and Safety law;
  - b. to establish and maintain high standards for health and safety;
  - c. to clearly define health and safety responsibilities and competencies;
  - d. to identify risks and set in place programmes to remove or reduce those risks;
  - e. to ensure competent advice is available to councillors and staff to assist them in meeting their responsibilities;

- f. to ensure all contractors and sub-contractors have in place the appropriate information, instruction, training and supervision to enable them to work safely;
- g. to ensure all councillors are given the necessary information, instruction, training and supervision to enable them to work safely.
- g. to ensure all relevant information is shared between councillors, Clerk/Executive Officer, Assistant/Deputy Clerk and contractors, as appropriate;
- h. to provide channels of communication to enable health and safety issues to be raised.

**Councillor / Contractor / Sub Contractor Responsibilities**

- 5. All are required to:
  - a. co-operate in implementing the requirements of health and safety procedures;
  - b. refrain from doing anything which constitutes or might constitute a danger to themselves or others;
  - c. immediately bring to the Clerk/Executive Officer's attention situations or practices which might lead to injury or ill health;
  - d. ensure equipment issued to them or for which they are responsible is used correctly and properly stored;
  - e. maintain good standards of housekeeping in their work area;
  - f. report all accidents in the accident book provided;
  - g. set a good personal example at all times.
- 6. All contractors working with Four Marks Parish Council are required to comply with appropriate rules and regulations governing their work activities.
- 7. All contractors are legally responsible for their own workforce and for ensuring their work is completed in a safe manner.

**Lone Working Objectives**

- 8. Four Marks Parish Council recognises that all employees are required to work by themselves in the community without close or direct supervision, sometimes in isolated work areas or out of office hours.
- 9. Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, Four Marks Parish Council has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances. However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.
- 10. This policy applies to all situations involving lone working arising in connection with the duties and activities of Four Marks Parish Council staff.
- 11. **Lone workers include:**
  - i. Those working at their main place of work.
  - ii. Only one person is working on the premises.

- iii. People working outside normal office hours.
- iv. One worker is making a home visit to an individual.
- v. One worker is working from their own home.
- vi. One worker is working in an isolated area of open space

**12. Aims of this Policy**

- i. Increase staff awareness of safety issues relating to lone working in conjunction with the Council's Lone Worker Policy;
- ii. Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as reasonably practicable;
- iii. Ensure that appropriate support and training is available that equips them to recognise risk and provides practical advice on safety when working alone;
- iv. Encourage full reporting and recording of all adverse incidents relating to lone working;
- v. Reduce the number of incidents and injuries to staff related to lone working.

**13. Responsibilities**

Councillors and the Clerks are responsible for:

- i. Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working;
- ii. Providing resources for putting the policy into practice; and
- iii. Ensuring that there are arrangements for monitoring incidents linked to lone working and that the effectiveness of this policy is regularly reviewed.