

**Bishop's Waltham Parish Council
The Jubilee Hall
Little Shore Lane
Bishop's Waltham
SO32 1ED**



PRODUCED IN PARTNERSHIP WITH

Lawes Marsh

COMPLETE SAFETY SOLUTIONS

HEALTH AND SAFETY POLICY STATEMENT

Bishop's Waltham Parish Council (hereafter referred to in part as BWPC) is committed to providing a safe and healthy working and learning environment for staff, visitors and members of the public in general. The attached policy details the organisation of and responsibilities for health and safety where a summary of the foremost points is given below.

The Council through its elected Chairman, Councillors, Clerk and Chief Executive (Safety Officer) and staff will, so far as is reasonably practicable:

- Comply with all relevant health and safety legal requirements.
- Ensure, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Actively promote the health, safety and welfare of staff, contractors and visitors.
- Provide a safe and healthy working environment for staff, contractors and visitors including a safe means of access and egress.
- Discharge its duties in relation to the wider general public.
- Provide supervision, information, instruction and training as deemed necessary to provide a safe and healthy environment.
- Ensure health and safety policies are reviewed on a regular basis.
- Provide safe systems of work and/or safe working practices for all activities.
- Require management and supervisor staff to comply with their legal duties including those relating to occupational health requirements.
- Require staff to co-operate in maintaining a safe and healthy work environment.
- Consult with staff on matters relating to health and safety.
- Consult and communicate regularly with staff on matters relating to health, safety and welfare.
- Comply with the requirements of the Management of Health and Safety at Work Regulations 1992 as amended 1999

Council managers and supervisor are required to:

- Ensure risks to the health and safety of their staff and visitors are assessed, recorded and reviewed regularly and implement any control measures identified.
- Ensure staff understand and carry out their responsibilities regarding health and safety matters.
- Communicate and discuss health and safety matters with their staff.
- Ensure staff are competent to carry out their health and safety responsibilities, arranging further training as required.

Council staff are required to:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Advise their manager of any danger to health and safety posed by a work activity and if there are any shortcomings in the protection arrangements that have been provided, tell their manager or the Council Clerk and Chief Executive (Safety Officer).
- Co-operate with the Council in health and safety arrangements.

Signed:

Date:

Chairman – Bishop's Waltham Parish Council

BWPC HEALTH AND SAFETY POLICIES AND PROCEDURES

Title:	Health and Safety Policy and Arrangements
Document Ref:	BWPC/LM/Health and Safety/ACP/01
This Review Date:	May 2012
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AIMS AND OBJECTIVES

BWPC is committed to providing a safe, healthy and supportive environment in which to work and visit. The Council will do all that is reasonable practicable to achieve and maintain the highest standards of health, safety and welfare for all persons as required under the Health and Safety at Work etc Act 1974 (HSWA), associated legislation, and best practice guidance. Health, safety and welfare provision will be considered and supported at all levels of management and by each individual throughout the Council.

The Council endeavours to ensure the integration of good health and safety practices into all areas of business delivery and fully endorses employee contribution and involvement. Through management of the environment of Council premises BWPC will endeavour to ensure that staff:

- ❑ Gain an understanding of the importance of health and safety.
- ❑ Become risk aware not risk averse by learning how to identify hazards, manage risks safely and minimise them and to understand the principles of control measures.
- ❑ Develop a set of safe behaviours so that they play an active part in the process and acquire practical transferable skills from their experience.

The Council encourages a proactive health and safety culture and actively seeks to continually improve its health and safety performance. This will be achieved by:

- ❑ Ensuring staff are aware of, understand and accept their responsibilities under health and safety legislation.
- ❑ Ensuring health and safety responsibilities and best practices are incorporated in all managerial, work and supporting activities.
- ❑ Providing resources for health and safety management, and the implementation of this policy through ensuring the provision of adequate personnel, support, assistance, time and finance.
- ❑ Ensuring staff are competent, from a health and safety perspective, by providing appropriate and adequate information, supervision and training.
- ❑ Ensuring co-operation and consultation with staff and their representatives is encouraged by promoting and supporting the activities of the Finance, Policy and Resource Committee (Health and Safety Committee).
- ❑ Ensuring communication is clear, understandable and visible to all in relation to health and safety.
- ❑ Providing and maintaining premises, plant, systems and equipment which are, so far as is reasonably practicable, without significant risk to health, safety and welfare.
- ❑ Promoting awareness of health and safety issues for staff, contractors and visitors.
- ❑ Ensuring that due account is taken of those persons who may be considered 'specifically at risk'.
- ❑ Ensuring that all activities are carried out safely, without risk to the health and safety of the individual, so far as is reasonably practicable.
- ❑ Ensuring all new members of staff are formally inducted in the Council's Health and Safety Policy and Arrangements, procedures and safe working practices.
- ❑ Reviewing and revising the Council Health and Safety Policy and Arrangements and Procedures on a regular basis or when legislation changes.
- ❑ Ensuring disciplinary action is taken against any employee who recklessly and/or intentionally interferes, misuses, or ignores anything provided in the interests of health, safety and welfare.

SCOPE

This Policy relates to all Council activities and premises, including non-Council owned premises and areas where staff are undertaking approved Council related activities.

BWPC, all members of staff, contractors and members of the public, whilst on Council owned/leased/controlled premises, are required to co-operate and assist the Council in meeting its legal obligations regarding health, safety and welfare.

This Policy will specifically extend to the following locations:

Jubilee Hall, Little Shore Lane, Bishop's Waltham SO32 1ED

1. Large Community Building (multi rooms - social/sport)
2. Kick-about area - external
3. Play area - under 8's
4. Large car park
5. Bishop's Waltham Parish Council Office and meeting room (upstairs)

Priory Park Clubhouse, Elizabeth Way, Bishop's Waltham SO32 1SQ

1. Building - social and sport use
2. Football pitches
3. Large play/multi use area
4. Dog walking area
5. Priory Meadow
6. Skatepark and outside leisure areas
7. Large car park

Hoe Road Pavilion, Hoe Road, Bishop's Waltham SO32 1DU

1. Building - social and sports use
2. Large car park
3. Tennis Courts – external
4. Play area – external
5. Football pitches

Hoe Road Tractor Shed, Hoe Road, Bishop's Waltham SO32 1DU

Building - Staff use only (no public)

Well House, Brook Street, Bishop's Waltham SO32 1AX

Building – currently rented to Citizens Advice Bureau

Claylands Road, Bishop's Waltham SO32

Hermitage Heights, Churchill Avenue, Bishop's Waltham SO32 1DA

Oak Road, Bishop's Waltham SO32

Victoria Road, Bishop's Waltham SO32

Albany Road, Bishop's Waltham SO32

Play areas, kick about areas and general access to members of the public

MONITORING AND REVIEWING

The Health and Safety Policy Statement of Intent can be viewed by accessing the Council website or by visiting the Council Office building at Jubilee Hall, Little Shore Lane, Bishop's Waltham SO32 1ED where a hard copy is available.

The Council Health and Safety Policy and Arrangements is reviewed annually, or as required by change in legislation, by the Finance, Policy and Resource Committee (Health and Safety Committee) and the Clerk and Chief Executive (Safety Officer) in conjunction with Lawes Marsh Limited (Appointed Competent Person (ACP) Provider).

Health and safety aims and objectives will be reviewed annually by the Clerk and Chief Executive (Safety Officer) in conjunction with Lawes Marsh Limited and the Health and Safety Committee.

The Council requires health and safety to feature on the agenda of all Finance, Policy and Resource Committee. Any issues arising that cannot be resolved at that forum are to be forwarded to the Appointed Competent Person for consideration, advice and guidance.

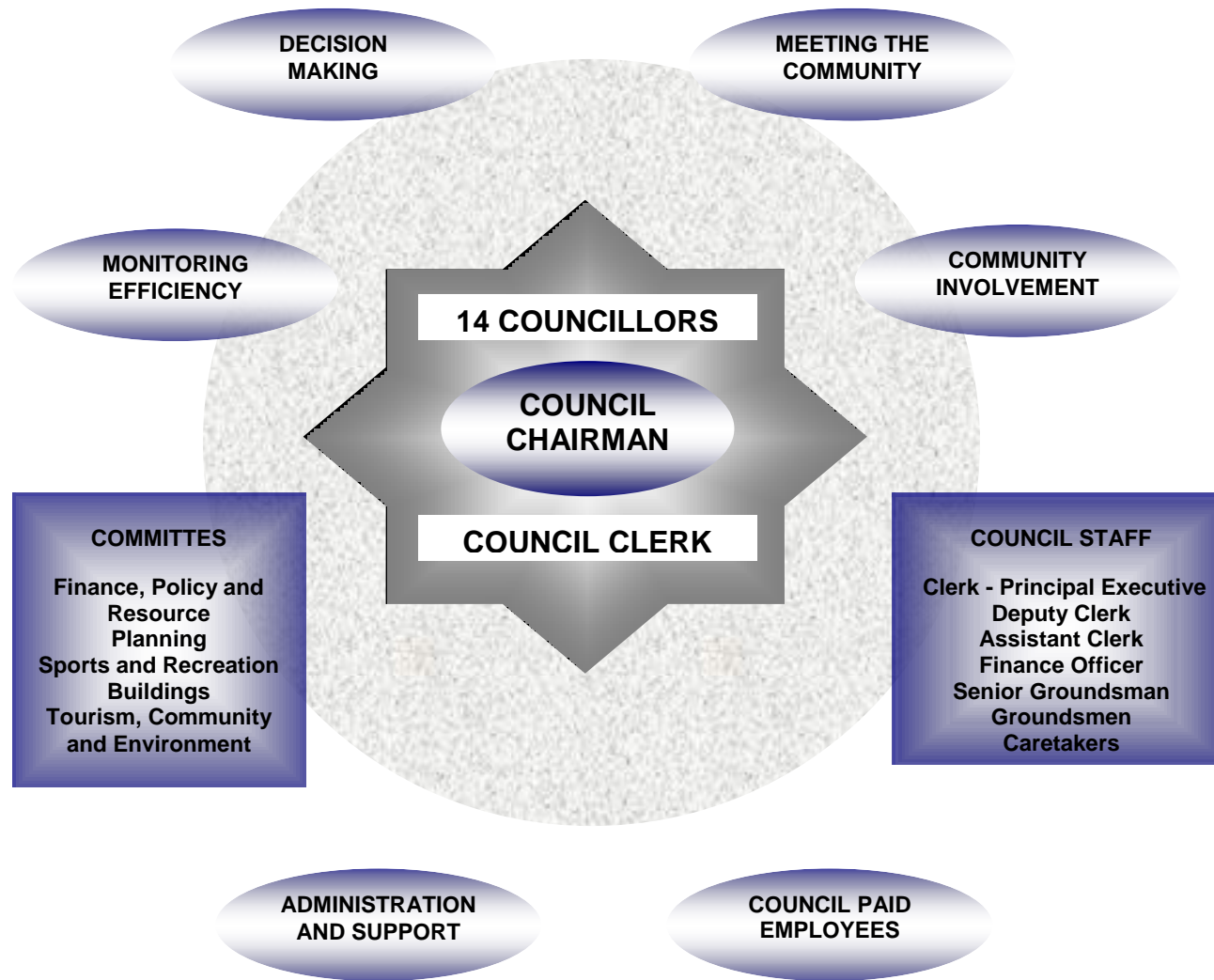
Council locations will be inspected and/or audited on their health and safety practices by the Clerk and Chief Executive (Safety Officer) and, on occasions, a member of the Health and Safety Committee. This process will be advised upon by the ACP as appropriate. The inspections and/or audits will be carried out on a programmed basis where the frequency will depend on the risk level of the location and how well managed the identified risks are. The inspections and/or audits will follow the procedure laid down in HSG65 – Successful Health and Safety Management published by the Health and Safety Executive (HSE). The aims of such inspections and/or audits will be to establish that:

- ❑ Appropriate management arrangements are in place.
- ❑ Adequate risk control systems exist, are implemented and consistent with the hazard profile relevant to location.
- ❑ Appropriate workplace precautions are in place.

The audit may use some or all of the following sources of information:

- ❑ Audit questionnaires.
- ❑ Interviews with individuals to gain information about the operation of the health and safety management system and the perceptions, knowledge, understanding, management practices, skill and competence of managers and employees at various levels in the Council.
- ❑ Examination of documents; assessing records, risk assessments, local procedures, safe systems of work etc, to ensure completeness, accuracy and reliability.
- ❑ Records of visual observations that have been undertaken by managers or supervisors.

HEALTH AND SAFETY ORGANISATIONAL RESPONSIBILITIES



BWPC has a stated responsibility for improving the local community. The Council has authority to allocate financial resources on community transport, traffic calming, crime prevention, youth projects, tourism activities, community centres car parks, recreation grounds, entertainment, street furniture, street cleaning, allotments, bus shelters and land. As depicted in the schematic opposite, the Parish Council comprises 14 Councillors who are elected every four years. They are governed by a mandatory Code of Conduct which includes an obligation to act in an appropriate manner. The Parish Council has overall responsibility for health and safety in the Council. The Clerk and Chief Executive is the appointed Safety Officer and has responsibility for overseeing, implementing and monitoring health and safety procedures in the Council and reporting back to the Council on health and safety matters. The Safety Officer also conducts regular inspections of the workplace, maintains safety records and investigates and reports on accidents at work. Specifically, health and safety matters are discussed during meetings of the Finance, Policy and Resource Committee.

The HSWA and subsequent Regulations made under it, places non-delegable legal responsibilities upon, not only the Council, but also upon staff, to ensure the health, safety and welfare of not only themselves but also of others, including contractors and other visitors, who may be affected by their activities.

The person with overall responsibility for health and safety is the Chairman of the Council. Stated responsibilities include ensuring the provision of an effective organisation and detailed arrangements in the implementation of this Policy.

Protecting the health and safety of staff, visitors and members of the public is an essential part of risk management and will be led via the Clerk and Chief Executive and Health and Safety Committee.

Operational responsibility for health and safety can be delegated and has been delegated, by the BWPC Chairman to the Clerk and Chief Executive although the Council retain overall accountability. The Clerk and Chief Executive has been nominated as the senior person with responsibility for health and safety. Specific responsibilities include reporting back to the Council on health and safety matters. In his/her absence that role will be fulfilled by the Deputy Clerk.

The Council will apply its health and safety procedures equally to all contractors and other business partners and adopt rigorous procedures with regard to the selection of competent contractors. This process will include the timely submission of risk assessments and method statements for work to be undertaken on Council premises, or on other premises accommodating Council staff and/or visitors. The Council, through the Clerk and Chief Executive, will monitor the activities of all such contractors and utilise a formal permit-to-work system for certain categories of work deemed to be of particularly high risk.

Visitors to Council premises and/or property are required to co-operate fully with the Council in matters affecting their or others health and safety.

The Council, through the Clerk and Chief Executive will follow and promote the following principles:

Strong and active leadership from the top:

- Visible, active commitment from the Council.
- Effective 'downward' communication systems and management structures will be established.
- Good health and safety management will be integrated with business decisions.

Employee involvement:

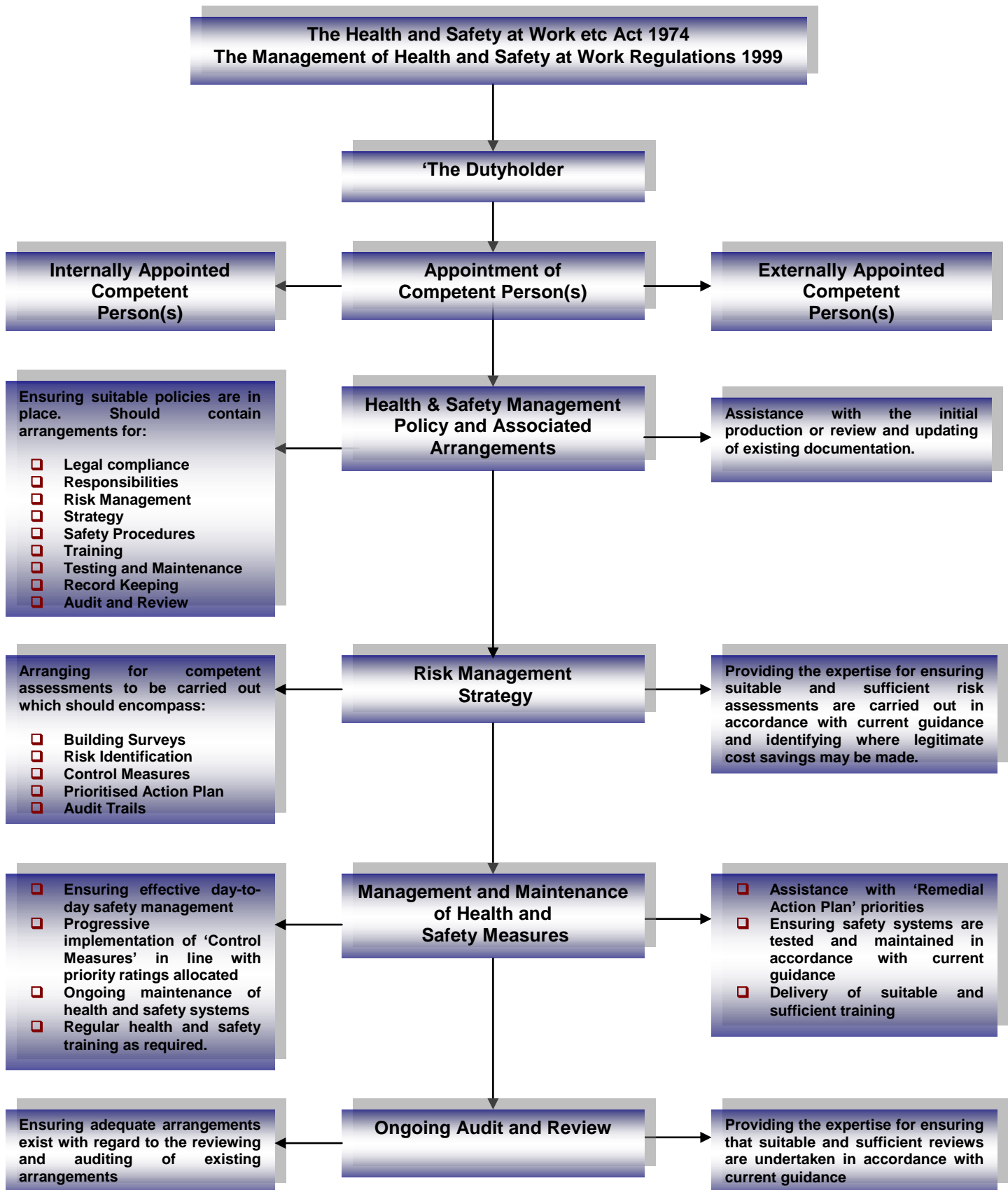
- Staff will be engaged in the promotion and achievement of safe and healthy conditions.
- 'Upward' communication will be encouraged.
- Training will be provided as required proportionate to need and associated risk.

Assessment and review:

- Health and safety risks will be identified and managed.
- Competent advice will be sought and followed via the ACP Service.
- Health and safety performance will be reported, monitored and reviewed regularly.

The interaction of the Council ACP Lawes Marsh Limited is depicted within the schematic below. It can be seen that this service includes regular and formalised liaison with all interested parties whereby a structured programme of development is followed. The specific progress in concern has been recorded within the BWPC Health and Safety Audit completed on 22nd February 2012. Reference to that document and the associated remedial action plan (RAP) should be made as appropriate.

ACP INTERACTION FLOWCHART



HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

The Council recognises the value of consulting with others to ensure a culture of good health and safety practices is promoted across all relevant areas. In accordance with The Safety Representatives and Safety Committees Regulations 1977 and The Health and Safety (Consultation with Employees) Regulations 1996, the Council has developed a Health and Safety Committee to work in conjunction with Trade Union appointed Representatives and Representatives of Employee Safety.

The primary objective of the Committee is to monitor health, safety and welfare issues across the Council and to propose solutions to management to address any issues arising.

Terms of Reference

1. To promote a culture of good health and safety practices across the Council.
2. To monitor and review the Council Health and Safety Policy and Arrangements and Policy Statement on an annual basis in preparation for submission to the Chairman.
3. To discuss, recommend and promote ways of raising awareness of good health, safety and welfare practices amongst staff and visitors.
4. To advise management of health and safety issues with proposed solutions.
5. To carry out safety inspections as and when required, and where competent to do so.
6. To advise the staff they represent of issues raised at Committee meetings and to circulate reports where appropriate.
7. To monitor working practices and systems of work and advise the Clerk and Chief Executive of areas of concern.
8. To assist with ensuring compliance with all health and safety legislation across Council.
9. To review and where necessary, act on reports from external agencies such as the HSE, the Fire and Rescue Services and the ACP provider.
10. To discuss and recommend general or specific safety training for staff where it is considered necessary.

Conduct of Business

The Finance, Policy and Resource Committee meet once per month. Within that forum, the Health and Safety Committee will meet on a quarterly basis. A schedule of meetings for the year is prepared by the Clerk and Chief Executive as appropriate. The Minutes and Agenda are prepared and distributed by the Clerk and Chief Executive. Requests for items to be placed on the Agenda are to be submitted to the Clerk and Chief Executive or Deputy Clerk prior to the meeting. The Safety Representatives and Safety Committees Regulations 1977 stipulate that an employer must establish a safety committee within three months, if requested to do so in writing by two union Safety Representatives, to act as a forum for consultation with them on health and safety matters. The trades union appointed Safety Representatives have the right to make and accouncil certain types of safety inspection, consult with the employer, receive safety information upon reasonable request and undergo 'reasonable' training on health and safety matters. Furthermore, Safety Representatives have the right to be consulted 'in good time' in relation to certain key workplace changes and arrangements affecting safety.

Safety Representatives have the functions of representation and consultation with the employer on health and safety matters and in particular the following, namely:

- ❑ Investigation of potential hazards, dangerous occurrences and causes of accidents in the workplace.
- ❑ Investigation of complaints by employees concerning health, safety and welfare matters.
- ❑ Performing regular workplace inspections, having given reasonable written notice to the employer.
- ❑ Representing employees in workplace consultations with inspectors of the appropriate enforcing authority, including the receipt of information/advice from them.
- ❑ Representing employees' safety interests at safety committee meetings, where any particular concerns regarding workplace safety matters, may be raised.

HEALTH AND SAFETY POLICIES AND PROCEDURES

This policy outlines the Council's management and organisation of health and safety, however, there are further policies relating to specific health and safety matters. These include the documents listed within Table 1 below. It should be noted that these policies are the subject of ongoing review by BWPC in conjunction with Lawes Marsh Limited. A 'current status' position is accordingly included within Table 1 which will be updated regularly to reflect relevant progress.

Table 1

Policy No	Policy Title	Existing Y/N	Reviewed	Implemented
BWPC/ACP/01	Health and Safety Policy and Arrangements	Y	Y	Y
BWPC/ACP/02	Safe Use of Work Equipment Policy	N	N	N
BWPC/ACP/03	Risk Assessment Policy and Procedure	Y	N	N
BWPC/ACP/04	Control of Contractors Policy	N	N	N
BWPC/ACP/05	Control of Substances Hazardous to Health Policy	N	N	N
BWPC/ACP/06	Manual Handling Operation Policy	N	N	N
BWPC/ACP/07	Control of Noise at Work Policy	N	N	N
BWPC/ACP/08	Display Screen Equipment (DSE) Policy	N	N	N
BWPC/ACP/09	Personal Protective Equipment (PPE) Policy	N	N	N
BWPC/ACP/10	Health and Safety Training and Supervision Policy	Y	N	N
BWPC/ACP/11	Accident Reporting Policy	Y	N	N
BWPC/ACP/12	Fire Safety Policy	Y	N	N
BWPC/ACP/13	Stress at Work Policy	Y	N	N
BWPC/ACP/14	Lone Working Policy	Y	N	N
BWPC/ACP/15	Workplace Transport	Y	N	N

APPLICABLE LEGISLATION

The following is a list of the reference documentation that may be considered as 'Benchmark Standards' and which have, where relevant, been referred to within this health and safety audit. The list should not be taken as exhaustive, as there are many more statutory provisions and guidance documents which have a relevance to the management of health and safety.

MAIN LEGISLATION APPLICABLE

- ❑ The Health and Safety at Work etc Act 1974
- ❑ The Management of Health and Safety at Work Regulations 1999 as amended 2003
- ❑ The Regulatory Reform (Fire Safety) Order 2005

GENERAL REGULATIONS AND STANDARDS

- ❑ The Health and Safety (Information for Employees) Regulations 1999
- ❑ The Workplace (Health, Safety and Welfare) Regulations 1992 as amended 2002
- ❑ The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- ❑ The Electricity at Work Regulations 1989
- ❑ The Dangerous Substances and Explosive Atmospheres (DSEAR) Regulations 2002
- ❑ The Employers' Liability (Compulsory Insurance) Act 1969 and Regulations 1998
- ❑ The Health and Safety (First Aid) Regulations 1981
- ❑ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- ❑ The Provision and Use of Work Equipment Regulations 1992
- ❑ The Lifting Operations and Lifting Equipment Regulations 1998 as amended 2002
- ❑ The Manual Handling Operations Regulations 1992 as amended 2002
- ❑ The Noise at Work Regulations 2005
- ❑ The Health and Safety (Display Screen Equipment) Regulations 1992
- ❑ The Personal Protective Equipment at Work Regulations 1992 as amended 2002
- ❑ The Health and Safety (Safety Signs and Signals) Regulations 1996
- ❑ The Supply of Machinery (Safety) Regulations 1992
- ❑ The Work at Height Regulations 2005
- ❑ The Control of Asbestos Regulations 2006
- ❑ The Confined Spaces Regulations 1887
- ❑ The Construction (Design and Management) (CDM) Regulations 2007
- ❑ The Pressure Systems Safety Regulations 2000
- ❑ The Building Regulations 2010
- ❑ The Equality Act 2010

HEALTH AND SAFETY GUIDANCE DOCUMENTS

- ❑ INDG 259 An Introduction to Health and Safety
- ❑ INDG 163 Five Steps to Risk Assessment
- ❑ INDG 304 Understanding Health Surveillance at Work
- ❑ INDG 244 Workplace Health, Safety and Welfare
- ❑ INDG 225 Preventing Slips and Trips at Work
- ❑ INDG 143 Manual Handling – A Short Guide for Employers
- ❑ INDG 36 Working with VDUs