Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of Oakley Parish Council.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed
Name Jane Walker
Position Chair of the Council
On behalf of Oakley Parish Council
Date 8th November 2022
Review date November 2023

Responsibilities

Overall and final responsibility for health and safety is that of the Full Council of Oakley Parish Council
Day-to-day responsibility for ensuring this policy is put into practice is delegated to Clerk to the Council

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

Bus shelter cleaning – Clerk to the Council
Litter picking – Clerk to the Council
Clerk – Full Council

All employees have to:

- co-operate with supervisors and Oakley Parish Council on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities

Risk assessments will be undertaken by Clerk to the Council.
The findings of the risk assessments will be reported to Oakley Parish Council
Action required to remove/control risks will be approved by Oakley Parish Council.
Clerk to the Council will be responsible for ensuring the action required is implemented.
Oakley Parish Council will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

Consultation with employees

Oakley Parish Council will consult with employees on the following:

- any new measure which may substantially affect their health and safety at work, for example new equipment, new ways of working and new procedures
- arrangements for getting competent people to help satisfy health and safety laws
- the information we give to employees on the risks to health and safety arising from their work, measures to reduce or get rid of these risks and what they should do if they are exposed to a risk, including emergency procedures
- planning and organising health and safety training and
- the health and safety consequences for them of any new technology we plan to introduce.

The information provided to employees will be in a form that can be easily understood.

Oakley Parish Council will consult directly with employees through face-to-face discussions.
Oakley Parish Council will allow enough time for employees to consider the issues and give informed responses. Employees are encouraged to ask questions, raise concerns and make recommendations.
Oakley Parish Council will take employees' views into account before a final decision is made, respond to any concerns and questions raised and explain the final decision and why it has been taken.

Safe equipment

Clerk to the Council will be responsible for identifying all equipment needing maintenance.
Clerk to the Council will be responsible for ensuring that all identified maintenance is implemented.
Any problems found with equipment should be reported to Clerk to the Council
Clerk to the Council will check that new equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

Clerk to the Council will check that new substances can be used safely before they are purchased. Oakley Parish Council does not currently use or store any substances which need a COSHH assessment.

Information, instruction and supervision

The Health and Safety Law poster is available on request.
Leaflets are issued by Clerk to the Council.
Health and safety advice is available from Clerk to the Council.
Supervision of young workers/trainees will be arranged/undertaken/monitored by Clerk to the Council.
Clerk to the Council is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

Competency for tasks and training

Induction training will be provided for all employees by Oakley Parish Council.

Job specific training is not required for any jobs within Oakley Parish Council.
Training records are kept by Clerk to the Council.
Training will be identified, arranged and monitored by Clerk to the Council.

Accidents, first aid and work-related ill health

Health surveillance is not required in relation to any jobs at Oakley Parish Council
The first aid box is kept by Cllr. Sansom
All accidents and cases of work-related ill health are to be recorded in the accident book.
The book is kept by the Chairman
Clerk to the Council is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will carry out inspections and spot checks
investigate any accidents or sickness absences that occur.
Clerk to the Council is responsible for investigating accidents.
Clerk to the Council is responsible for investigating work-related causes of sickness absences.
Clerk to the Council is responsible for acting on investigation findings to prevent a recurrence.