

Cyngor Cymuned Cilymaenllwyd

Cilymaenllwyd Community Council

Health & Safety Policy

Introduction

This Policy sets out the general principles and approach that Cilymaenllwyd Community Council will follow in respect of Health and Safety legislation for activities for which the Council is responsible. Its intention is to assist the Council in fulfilling its legal and moral obligations, ensuring that the health and safety of Council members, its employee i.e. the Clerk and persons coming into contact with the Council or its activities are not adversely affected.

It is the responsibility of all Councillors and the Clerk of the Council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.

Policy Statement

1. Cilymaenllwyd Community Council, in accordance with the requirements of the Health and Safety at Work Act (1974) and the Health & Safety at Work Regulations (1999), accepts its duty to provide and maintain safe and healthy working conditions for its employee, i.e. the Clerk.
2. The Community Council will take all reasonable steps to ensure that it complies with the law on Health, Safety and Welfare and any relevant regulations, Approved Codes of Practice and Guidance. It will provide the resources to ensure the safety of all its Councillors and Clerk.
3. The Community Council will take all reasonable steps to ensure:
 - 3.1 That information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for the Clerk and Councillors are provided, to include any appropriate PPE.
 - 3.2 That its work, in all its forms, is done in ways so that members of the public are not put at risk; providing adequate control of the health and safety risks arising from the Council's activities.
 - 3.3 That arrangements are in place for the safe use, handling, storage and disposal of all equipment that may endanger health and welfare. No equipment should be used without having the appropriate training.
 - 3.4 That equipment is regularly inspected and maintained, in accordance with a

maintenance schedule. If any equipment is judged to be damaged or unsuitable for use for any reason, this must be reported to the Chair or the Clerk and it will be put out of action, with clear signage.

- 3.5 That this Policy is brought to the attention of the Clerk and Councillors and that they are familiar with its contents.
4. All Councillors and the Clerk have a duty to take reasonable care of their own health and safety and that of any persons who may be affected by their acts or omissions.
 5. Day to day matters of Health and Safety will be dealt with by the Clerk acting on behalf of the Council.
 6. Risk Assessments: the Community Council will carry out risk assessment of its activities as and when necessary and review these annually. Risk assessments will be recorded in writing and will include: identifying hazards; assessment of the risk; control measures implemented; recording the findings and reviewing the controls.
 7. Safe Equipment: the Clerk will be responsible for: (i) identifying all equipment needing maintenance and (ii) ensuring effective maintenance procedures are drawn up. The Council will be responsible for ensuring that all identified maintenance is implemented. Any problems found with equipment should be reported to the Clerk immediately. Councillors will check that new equipment meets health and safety standards before it is purchased.
 8. Accidents: although every effort will be made to ensure a safe environment, it is accepted that accidents can occur. If an accident does occur this must be reported immediately to the Clerk. It must also be recorded in the accident book. Following any accident the situation will be investigated to determine whether changes need to be made to equipment, training or systems to work so that a similar situation can be prevented in the future.
 9. Safe Handling and Use of Substances: Cilymaenllwyd Community Council does not currently use or store any substances which need a COSHH assessment. However, should it use or store any substances that are hazardous to health in the future, this must be stored and used in accordance with the manufacturers' instructions. Such materials will have a COSHH (Control of Substances Hazardous to Health Regulations 2002) label on them, and the guidance on this label must be followed in full.
 10. Manual Handling: Councillors, the Clerk or other participants involved in Council activity involving any lifting or carrying must attend training in relation to manual handling.
 11. Policy Review: this Policy will be reviewed after changes in legislation, changes in the structure of the Council, in the light of additional knowledge or information becoming available, and in any event annually.