




Griston Parish Council

POLICY 005 – HEALTH & SAFETY

| Revision | Date | Author | Approval |
|-----------------------|------------------|--|-------------------------------|
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This policy is to be reviewed and reissued by the end of March in each calendar year.

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1. General Statement

Griston Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.

The Council will meet its responsibilities under the Health and Safety at Work Act (1974), and subsequent applicable legislation to provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

The Health and Safety at Work Act (1974) has several principles, including:

- **Risk assessment:** Employers are legally required to assess health and safety risks.
- **Safe equipment:** Employers must provide and maintain safe equipment and systems of work.
- **Protection of the public:** Employers are responsible for the health and safety of anyone on their premises, including members of the public.
- **Proper facilities:** Employers have a legal duty to provide certain facilities in the workplace.
- **Information and advice:** Employers must provide information, instruction, training, and supervision to ensure the health and safety of their employees.
- **Employee consultation:** Employers must consult and cooperate with Health and Safety Representatives.
- **Welfare provisions:** Employers must ensure adequate welfare provisions are made.



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The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

2. Aims of the Policy

To provide as far as is reasonably practicable;

- A safe place of work and a safe working environment.
- Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- Systems of work that are safe and without risks to health.
- Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
- Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

3. Arrangements and Responsibilities

As part of this policy, the Clerk will;

- Keep informed of relevant health and safety legislation.
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
- Make effective arrangements to implement the Health and Safety Policy.
- Ensure that matters of health and safety are regularly discussed at meetings of the Parish Council.
- Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective and/or protective measures. Maintain a file of risk assessments, summarised in the minutes.
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements. All contractors will be required to abide by the terms of the



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contractors' service level agreement and specified scope of work and will be given a copy of this Policy.

- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- Maintain a central record of notified accidents.
- In the event of an accident, near miss or hazardous incident, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Executive.

All employees, contractors and voluntary helpers will;

- Cooperate fully with the aims and requirements of the Council's Service Agreement for Contractors and Health and Safety Policy and comply with Codes of Practice or work instructions for health and safety.
- Take reasonable care for their own health and safety, to use appropriate personal protective equipment and clothing and, where appropriate, ensure that appropriate first aid materials are available.
- Take reasonable care for the health and safety of other people who may be affected by their activities.
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
- Not misuse any plant, equipment tools or materials.
- Report any accidents or hazardous incidents to the Clerk.

4. Risk Assessment

The Council acknowledges that some activities carried out on its behalf carry a known degree of risk.

To manage this risk, the Council uses a 5x5 matrix to calculate Probability against Impact. It is the Council's policy that no 'High' classification activity shall be done until mitigation measures are in place to reduce it 'Moderate' (at worst) and 'Low' wherever reasonably practicable.



The assessment matrix is shown below:

| Risk Assessment Matrix | | | | | | | |
|------------------------|--------------|---------------|--|--|--|--|--|
| | | | IMPACT | | | | |
| | | | 1 - Insignificant | 2 - Minor | 3 - Moderate | 4 - Major | 5 - Catastrophic |
| | | | Problem easily dealt with by site team and with no injury or lost time impact on cost or programme | Some disruption or impact; cost less than £1k; Personal Injury Minor / First Aid; programme disruption to single shift | Significant time/resource impact, cost £1-5k; MTI; impact on programme exceeds 24hours | Operations compromised; cost impact £5-10k; RIDDOR LTI; programme delay exceeds seven days | Business survival at risk; cost impact £10k+; life changing injury or fatality; programme delay exceeds seven days or aborted; prosecution; reputation unrecoverable |
| PROBABILITY | 5 - Probable | > 90% chance | Moderate | Moderate | High | High | High |
| | 4 - Likely | 51-89% chance | Moderate | Moderate | Moderate | High | High |
| | 3- Possible | 21-50% chance | Low | Low | Moderate | High | High |
| | 2- Unlikely | 6-20% chance | Low | Low | Low | Moderate | High |
| | 1 - Rare | < 5% chance | Low | Low | Low | Moderate | Moderate |

Where applicable, the Council shall undertake and supply a risk assessment for activities with foreseeable hazards.

Where such an assessment arises outside the capability of the Council, this responsibility will pass to either any specialised contractor employed, whose risk assessment will form part of their contract, or a specialist consultant.

For activities with known hazards, such as tree cutting or street lighting work at height, work shall not begin until a risk assessment has been approved by the Council or its on-site representative.

An example of an extract from a Parish Council Risk Assessment is:

| Risk 01 – Slips, Trips & Falls | | | | | | |
|--------------------------------|---|-------|---|-----------------------|---|-------|
| Pre-Mitigation Score | | | Risk & Mitigation | Post-Mitigation Score | | |
| I | P | Score | | I | P | Score |
| 4 | 4 | 16 | <p>Main risk is from uneven ground on grass verges around SAMS2 locations, especially at Church Road installation. Potentially, a worker could fall into a live carriageway with moving traffic.</p> <ol style="list-style-type: none"> 1. Wear suitable non-slip footwear 2. Never attend the units in poor or wet weather 3. Use a second person as lifting assistant and traffic monitor 4. Report poor conditions for rectification | 1 | 1 | 2 |