



## Item 26

Council - 8 December 2022

### Health & Safety Policy

#### 1. Introduction

- 1.1 The law says that every business must have a policy for managing health and safety. If you have five or more employees, you must write your policy down. If you have fewer than five employees you do not have to write anything down, but it is useful to do so.
- 1.2 A Health & Safety Policy should set out the Community Council's general approach to health and safety. It explains how you, as an employer, will manage health and safety in your business. It should clearly say who does what, when and how.

#### 2. Health & Safety Policy

- 2.1 A draft Health & Safety Policy is attached at **Appendix A**.
  - 2.2 Council is asked to consider the Policy and adopt it.
3. **Recommended** that the Health & Safety Policy be adopted.

**Background Papers:** None

**Appendices:**

Appendix A	Health & Safety Policy
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**Huw Evans**  
**Clerk to Llangyfelach Community Council**

## **Health & Safety Policy**

1. Llanyfelach Community Council has a legal responsibility to ensure the health and safety of its employees and other people, customers and suppliers affected by its business.
2. The Community Council accepts its responsibility for the health, safety and welfare of its employees and visitors and will take all reasonable and practicable steps to prevent work related ill-health and personal injury.
3. The Community Council will:
  - i) Create and follow health and safety procedures.
  - ii) Carry out risk assessments of its operations.
  - iii) Ensure that the workplaces meet the minimum standards of comfort and Cleanliness.
  - iv) Record incidents / accidents, serious injuries, and diseases and near misses and report them appropriately to the Health and Safety Executive.
  - v) Provide a safe place for staff to work and members of the public, customers, and suppliers to visit.
  - vi) Provide safe equipment and appliances which are regularly inspected and maintained.
  - vii) Ensure a safe system of work by providing appropriate training.
  - viii) Comply with legislation designed to reduce harm that the Council's business may cause to the environment.
  - ix) Ensure that the Health and Safety at work Act is available for inspection by any member of staff.
4. Every employee has responsibility for themselves, their colleagues, and others whilst legitimately on council premises. The Community Council will enforce necessary disciplinary procedures to ensure compliance with Health and Safety regulations in the event of the failure of employees to follow guidelines.
5. **Health & Safety Procedure**

The Clerk has the primary responsibility for the safety of the Community Council's operations. They will be responsible for the implementation of the Community Council's policy, accident investigation and reporting and ensuring the provision of information to and training of staff.
6. **Community Council Buildings**

The Clerk is the Community Council's Health and Safety Representatives for all buildings within its ownership. Note: Currently, the Council does not own any buildings.

## **7. Fire**

- i) Buildings are regularly inspected by an appropriately trained person / Chief Fire Officer and the fire safety precautions instituted are to be regularly reviewed.
- ii) Sufficient appropriate fire extinguishers have been provided and will be regularly inspected. Staff / Users should familiarise themselves with the uses of all types.
- iii) Fire alarms, where fitted will be regularly tested.
- iv) The fire safety procedures will be prominently displayed, regularly reviewed, and strictly adhered to.
- v) All exits to be kept clear of obstructions.
- vi) No inflammable material will be stored near any heating.
- vii) Regular fire drills will take place, where appropriate.

## **8. Environment**

- i) All staff / users must ensure that adequate heating and lighting are always available, and all premises and equipment are kept clean.
- ii) The Clerk's home office must be assessed for suitability and the relevant legislation regarding lone working and display screen equipment be strictly adhered to.
- iii) All staff / users must ensure that floors and passageways are kept free of any obstructions which may constitute a hazard.
- iv) All staff / users must ensure that no electrical or telephone cables traverse walkways.

## **9. Storage**

All staff / users must ensure that all items are appropriately stored in such a way to avoid any object falling from high shelves or cupboards with the potential of causing injury.

## **10. Equipment**

- i) All mechanical equipment will be regularly inspected and maintained by staff / users and replaced when appropriate. Any defect or fault must be reported to the Clerk immediately.
- ii) All staff / users must take reasonable safety precautions when using any electrical or mechanical equipment and if unsure request guidance.

## **11. Manual Handling**

All staff must undertake manual handling training and refresher courses (where necessary) and always follow the guidelines and principles.

## **12. Accidents**

Accidents are to be reported to the Clerk and recorded in the Accident Book.

## **13. Contractors**

The Health and Safety representative for all sites is the Clerk. Contractors are stipulated to work under their own Health and Safety Policies and must provide valid Method Statements and Risk Assessments for the work they undertake.

**14. Inflammable Materials**

All staff / users / contractors must:

- i) Ensure that the regulations for petroleum and other inflammable materials are strictly followed.

**15. Driving & Walking Between Sites**

All staff / users / contractors must:

- i) Strictly observe the Highway Code and Road Traffic Acts.

**16. Plant, Machinery & Tools**

All staff / users / contractors must:

- i) Must ensure that their relevant certifications for equipment / machinery use are up to date.
- ii) Ensure that a properly recorded maintenance and repair schedule is kept.
- iii) Ensure all manufacturers Instruction Manuals are strictly adhered to.
- iv) Ensure all tools are cleaned and correctly stored after use.

<b>Adopted by the Council:</b>	8 December 2022
<b>Review Date:</b>	October 2023