Bembridge Parish Council

HEALTH AND SAFETY POLICY

Adopted: 17th September 2025
Minute No: ……75/25.3……..
Review Date: September 2026

Health & Safety Policy

1. POLICY STATEMENT

Bembridge Parish Council is committed to maintaining safe and healthy working conditions and to preventing accidents and instances of work-related ill health by ensuring that all activities carried out on council premises or undertaken by its employees are managed in such a manner so as to avoid, reduce or control all foreseeable risks to the health and safety of anyone who may be affected by such activities as far as is reasonably practicable.

2. EMPLOYER'S RESPONSIBILITIES

In furtherance of the above policy statement and the need to ensure compliance with the Health and Safety at Work Act 1974 and other relevant health and safety legislation, Bembridge Parish Council will:

- provide and maintain safe plant and equipment and safe systems of work
- ensure materials and substances used are properly stored, handled, used and transported
- assess the risks to the health and safety of anyone who may be affected by work activities
- consult with employees on matters affecting their health and safety and ensure that all employees are competent to do their tasks
- provide information, training, instruction and supervision
- provide a safe place of employment
- provide a healthy working environment
- provide a written Health and Safety Policy
- look after the health and safety of other people, in addition to employees
- talk to external bodies regarding professional advice as and when necessary

3. EMPLOYEES' RESPONSIBILITIES

Employees have a legal responsibility to take care of the health and safety of themselves and others who may be affected by their actions or omissions and to co-operate with supervisors and managers on health and safety issues. Employees should not interfere with anything provided to safeguard their health and safety and should report all health and safety concerns to the appropriate person as set out in this policy.

4. ROLES

4.1 Bembridge Parish Council has overall responsibility for health and safety in the workplace and for ensuring that adequate resources are made available to allow the implementation of this policy.

4.2 The Clerk has day-to-day responsibility for ensuring that this policy is implemented.

4.3 All supervisors and managers must adequately supervise the work activities of employees and others under their control to ensure that safe systems of work are being followed.

5. RISK ASSESSMENTS

Every work activity to be undertaken will be subjected to a health and safety risk assessment prior to the activity starting, in consultation with those who will undertake the work. A separate fire risk assessment, where necessary, will also be undertaken by a "responsible person" who will take reasonable steps to reduce the risk from fire and ensure occupants can safely escape the premises if a fire does occur. A written record of the assessments will be provided identifying any significant hazards and describing the preventative and protective measures required to avoid, eliminate,

reduce or control the risks identified to a tolerable level. The control measures must be implemented and adequately maintained, and records kept of any monitoring or maintenance of equipment undertaken.

Health and safety risk assessments will be undertaken by the Clerk or another suitably qualified person and the findings will be reported to Full Council. Copies of all of these risk assessments will be held in the Lengthsmen Site Office and the Parish Council Office. Actions required for removing or controlling health and safety risks will be approved by Full Council who will be responsible for ensuring the action required is implemented. Full Council will check that the implemented actions have removed or reduced the risks. Health and safety risk assessments will be reviewed every year or when significant changes in the work activity occur, whichever is soonest by Bembridge Parish Council.

6. SAFE PLANT AND EQUIPMENT

When selecting and purchasing items of plant and equipment it is essential to ensure, as far as possible, that such items are safe and are appropriate for the task and location for which they are intended to be used. Full Council is responsible for ensuring that any new plant and equipment meets health and safety standards before it is purchased. Account must be taken of the persons required to use the items which must be selected to minimise any possible adverse effects to the user and other persons who may be affected. It is also essential to ensure that all plant and equipment is kept safe through regular maintenance and inspection and that all employees are trained to use equipment safely and are aware of instructions provided by manufacturers and suppliers. There will be daily visual inspections of the machinery and detailed recorded inspections every 3 months. Copies of the inspection records will be held in the Lengthmen Site Office and the Parish Council Office. Any problems found with plant and equipment should be reported to the Clerk. All employees are responsible for identifying all plant and equipment needing maintenance. The Clerk is responsible for ensuring effective maintenance procedures are drawn up and Full Council is responsible for ensuring that all identified maintenance is implemented.

7. HAZARDOUS SUBSTANCES

Using chemicals or other hazardous substances at work can put people's health at risk. The law requires employers to control exposure to hazardous substances to prevent ill health. The main law on hazardous substances at work is the Control of Substances Hazardous to Health Regulations 2002 ("COSHH"). It defines hazardous substances to include most hazardous chemicals (including waste and by-products), biological agents and any dust. Harmful substances which are covered by COSHH include the vast majority of commercial chemicals, many of which have a warning label. Examples may include bleach and other cleaning agents with a warning label, wood dust, glues and adhesives, solvents, paints, pesticides and chemical fertiliser, medicines and biological agents, oils and fuels, printer/photocopier toner, inks, and paper dust. This list is not exhaustive. The Clerk is responsible for identifying all substances that need a COSHH assessment. The Clerk or another suitably qualified person is responsible for undertaking COSHH assessments. Full Council is responsible for ensuring that all actions identified in the assessments are implemented. The Clerk is responsible for ensuring that all relevant employees are informed of the COSHH assessments. The Clerk is responsible for checking that new substances can be used safely before they are purchased. Assessments will be reviewed every year or when the work activity changes, whichever is soonest by Bembridge Parish Council.
Where possible any products used by the council will be environmentally friendly and plastic free.

8. TRAINING

All employees must receive health and safety induction training as soon as possible after starting employment and job specific health and safety training where work activities require it. Training will also be provided when risks change. Supervisors and managers have a responsibility to identify training needs and to arrange and monitor training of all employees and others under their control. Records of all training undertaken by employees will be kept by The Clerk and the Lengthsmen Supervisor. Full Council will provide induction training for all employees.

9. REPORTING ACCIDENTS, INVESTIGATING AND MONITORING

9.1 All employees are required to report all accidents and work-related causes of sickness absence to the Clerk and where the employee is the Clerk, to the Chairman or Vice-Chairman of the Council. The purpose of reporting such incidents and any subsequent investigation is to identify the underlying cause(s) and any contributing factors and to prevent a recurrence. The Clerk is responsible for investigating accidents. The Clerk is responsible for investigating work-related causes of sickness absence. Full Council is responsible for acting on investigation.

9.2 To monitor the implementation of safe working practices and to assess whether the practices are being effectively pursued, Full Council will conduct regular reviews of policy and investigate any incident or occurrence.

10. ACCIDENTS AND FIRST AID

10.1 Employers are required by law to have first aid provisions in the workplace and to ensure that there is always a qualified first aider or an "appointed person" present. An appointed person is someone who is authorised, in the absence of a trained first aider, to take charge of the situation if there is a serious injury or illness. They should record all the cases they treat, and each record should include at least the name of the patient, date, place, time and circumstances of the accident and details of the injury suffered and treatment given. The records should be kept in a suitable place and should be readily available. Employers are also required to report certain work-related accidents, dangerous occurrences and diseases in accordance with current RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) regulations. The appointed persons or first aiders are the Clerk and the Lengthsmen Supervisor. The first aid boxes are kept in the Parish Council Office kitchen, the Lengthsmen Site Office and the company vehicle. All accidents and instances of work-related ill health will be recorded in the accident books which are kept by the Clerk and the Lengthsmen Supervisor. The Clerk is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority as required.

11 EMERGENCY PROCEDURES

All employees should read the Fire Action Notices provided in all areas of the workplace which give details of the company's fire and emergency procedures. Escape routes will be checked every month by the Clerk. Fire extinguishers will be maintained and checked every Year by Wight Fire and the corresponding Certificate of Maintenance will be held in the Parish Council Office.

12 CONSULTATION WITH EMPLOYEES

Employees will be consulted on matters affecting their health and safety at regular intervals. The employee representative is the Clerk.

13 INFORMATION AND SUPERVISION

13.1 Employers must display the health and safety law poster or alternatively, provide employees with individual copies of the same information in a leaflet. The Health and Safety Law poster is

displayed in the Parish Council's Office and the Lengthsmen Site Office. Health and safety advice is available from the Clerk.

13.2 Employers have an added duty to young people to provide information, instruction, training and supervision. Supervision given to young people must be greatly increased to ensure that they are fully supervised at all times. Supervision of any young workers or trainees will be undertaken and monitored by Full Council.

14. APPRENTICE/YOUNG EMPLOYEES

If we employ a young person as an apprentice we will provide the same protection for their health, safety and welfare as for other employees.
We will review our existing risk management arrangements to ensure they are sufficient if a new young person is of a broadly similar level of maturity and understanding, and has no particular needs.
A risk assessment will be carried out as part of the induction process to ascertain if there are any specific factors or additional needs to cater for.

15 DISPLAY SCREEN EQUIPMENT

The Health and Safety (Display Screen Equipment) Regulations 1992 specify minimum requirements for work with display screen equipment (DSE). In addition, the Management of Health and Safety Regulations 1999, The Provisions and Use of Work Equipment Regulations 1998, the Workplace (Health, Safety and Welfare) Regulations 1992 also stipulate general duties which apply. In order to comply with the many statutory obligations and associated codes of practice and guidance the below should be adhered to:

15. 1. ARRANGEMENTS FOR SECURING THE HEALTH & SAFETY OF DSE USERS

Bembridge Parish Council will endeavour, so far as is reasonably practicable, to secure the health and safety of Display Screen Equipment (DSE) users. To achieve this, the following measures will be adopted:
(a) The Clerk will be responsible for identifying users in accordance with the DSE guidance and for ensuring that an assessment of the workstations within their area of responsibility is undertaken, taking into account the display screen equipment, the furniture, the working environment and the operator/user. The Clerk will be responsible for maintaining up to date workstation records, for issuing individual user checklists and for the secure storage and retrieval of all DSE documents.
This assessment must be reviewed if significant changes are made to the workstation or work tasks.
(b) Where, as a result of the assessment, risks or issues are identified, necessary measures must be taken by Full Council to remedy the problems identified.
(c) Work activities must be planned so as to incorporate changes of task within the working day in order to prevent excessive periods of display screen equipment use and to provide rest periods before the onset of fatigue where natural breaks do not occur.
(d) Software will be reviewed and selected to ensure that it is suitable for the task and not unnecessarily complicated. Following appropriate training, users should be able to use the system without it creating stress and impeding efficiency.
(e) Those members of staff who have been identified as DSE "users" are entitled on request, to an eye and eyesight test for which the council must pay. If the test shows that they need special corrective appliances for DSE work the council will pay for the cost of the lenses and a basic frame (i.e. of a type and quality adequate for its function) to the maximum of £100.00. If after subsequent eye tests a change in lens is required, where practical, users should utilise existing frames. If a user

chooses spectacles to correct eye or vision defects for purposes which include display screen work but go wider than that, the Council will only contribute to the cost attributable to the display screen work involved. Examples of this are more expensive frames or optional lenses and coatings.
(f) In accordance with the optician's report, to provide re-examination within the time scale subject to the refusal of the display screen equipment user, in writing, not to do so.
(g) To provide employees, temporary workers and other DSE users with details of workstation assessments and measures to be taken to avoid risk.
(h) In the case of adverse health or medical conditions being identified for the Clerk to report details to Full Council in order that health surveillance measures can be implemented. Users should be redeployed until such time as a medical practitioner grants permission for them to continue using display screen equipment or it becomes necessary to review the case.