

**Cyngor Cymuned  
Trefriw  
Community Council**

**HEALTH AND SAFETY POLICY**

**November 2019**

**This policy was adopted at a meeting on  
5<sup>th</sup> November 2019  
and will be reviewed in June 2020  
or sooner should legislation dictate**

## **HEALTH AND SAFETY POLICY INDEX**

1. Policy Statement
2. Organisation (Roles and Responsibilities)
  - 2.1 Duties and Responsibilities of Community Councillors
  - 2.2 Duties and Responsibilities of all Employees, Elected Members and Voluntary Workers
  - 2.3 Contractors Responsibilities
  - 2.4 Visitors
3. Arrangements
  - 3.1 Enforcement agency
  - 3.2 Risk assessment
  - 3.3 Training
  - 3.4 Accident reporting
  - 3.5 Provision and use of work equipment (PUWER)
  - 3.6 Procurement of materials and contractors
  - 3.7 Violence/Personal safety
  - 3.8 Inspections and Documentation Review

## HEALTH AND SAFETY POLICY STATEMENT

Trefriw Community Council believes that Health and Safety performance is an integral part of the efficient and cost-effective discharge of its duties and is fully aware of its responsibilities under the Health and Safety at Work Act 1974 and other statutory provisions.

The Community Council therefore intends to meet those responsibilities as far as is reasonably practicable by incorporating good health and safety management within all its operations.

The objective of the Community Council policy is to minimise risk to health, safety and welfare of its employees, elected members, voluntary workers, general public and others affected by its activities and to minimise risks to the environment. All reasonable measures will be taken to ensure that a safe working and community environment is created.

Members of the Community Council have the responsibility for implementing this Policy and must ensure health and safety considerations are always given priority in planning and day-to-day supervision of work to its employees, elected members, contractors and volunteers.

All employees, elected members and voluntary workers are expected to co-operate in carrying out this policy throughout the Community Council's activities and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

All employees, voluntary workers and contractors associated with any works carried out by the Community Council will be made aware of this policy and the importance of commitment to its objectives.

The organisation and arrangements for implementing the Policy are set out in the Policy document. The Policy will be kept up to date in response to changes in legislation or best practice. To ensure this, the Policy and the way in which it has operated, will be reviewed annually or as the need arises.

Signed: *Vikki Teasdale*

Dated: 5<sup>th</sup> November 2019

Name: Vikki Teasdale

Position: Clerk / Responsible Financial Officer

**On behalf of Trefriw Community Council**

## **2. ORGANISATION (ROLES and RESPONSIBILITIES)**

### **2.1 Duties and Responsibilities of Community Councillors**

All Community Councillors are jointly responsible for the implementation of this Health and Safety Policy, for monitoring the day-to-day administration of the Council's affairs, and ensuring that all insurance policies are in date. In doing so, they will ensure that:

- a copy of this policy is circulated to all employees, elected members and voluntary workers on appointment. Opportunity will be given to discuss this policy on an individual basis to ensure that it is fully understood and implemented;
- the Council's activities are monitored to ensure that the objectives of the Health and Safety Policy is being complied with;
- contracts of employment include compliance with statutory and company health, safety and environmental requirements;
- all staff have adequate competence and training for carrying out their specific jobs and for ensuring the health, safety and welfare of themselves and those around them;
- employees, elected members and voluntary workers are aware of the hazards which may exist within the operation of their tasks, and that they fully understand and observe all aspects of the Community Council's Health and Safety Policy;
- no employee, elected member or voluntary worker shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless he or she possesses such knowledge or experience, or is under supervision of a competent person having regard to the nature of the work;
- safe methods of work are adopted;
- all suppliers comply with Section 6 of the Health and Safety at Work Act (HASAWA) 1974
- in supplying articles and substances that are safe and without risk to health when properly used and to provide information to enable them to be properly used;
- any accidents arising out of the Council's activities are recorded, reported and investigated as detailed in the accident reporting procedure;
- regular inspections of equipment are carried out and necessary records kept.

### **2.2 Duties and Responsibilities of all Employees, Elected Members and Voluntary Workers**

- Employees, elected members and voluntary workers have a responsibility to conform to the Community Council Policy and with the Health and Safety at Work Act 1974 and associated legislation.
- Employees, elected members and voluntary workers have a statutory duty to take reasonable care of the safety and health of themselves and others who may be affected by their acts or omissions and to cooperate with the council to enable it to fulfil statutory obligations. They should also ensure that they are physically fit and technically capable of the work requested of them.
- Employees, elected members and voluntary workers have responsibility for properly using any safety devices involved in their work. They will not recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- All accidents and near miss incidents shall be reported to the Community Council Clerk, and recorded in the Community Council accident book as soon after the event as possible.
- Employees, elected members and voluntary workers will also co-operate with the management in investigating all accidents and near misses.
- Employees, elected members and voluntary workers must request assistance or advice about any area of work that they are not familiar with.

## **2.3 Duties and Responsibilities of all Contractors**

Contractors must comply with the following:

- Any contractors employed by Trefriw Community Council shall be responsible for conducting themselves safely at all times and in complying with the Community Council's Health and Safety Policy.
- Any work carried out must be fully in compliance with statutory legislation and their own industry Codes of Practice to ensure the health and safety of their own employees and others on and off site.
- All tools and equipment that they bring onto site must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary certificates must be available for checking.
- Any injury sustained whilst on site must be reported to the Community Council Clerk immediately.
- All electrical equipment must have a valid Portable Appliance Test certificate.
- Contractors must provide written risk assessments and method statements where necessary, before commencing work for or on behalf of the Community Council.

## **2.4 Duties and Responsibilities of all Visitors**

Trefriw Community Council owes a duty of care to visitors to the Community Council controlled areas of the villages. Community Councillors will ensure so far as is reasonably practicable that safe access and egress is available and that that areas are maintained in a safe condition.

## **3. ARRANGEMENTS**

### **3.1 Enforcement agency**

The enforcement agency for Local Authorities is the Health and Safety Executive. Any site visit carried out by Statutory Inspectors shall be co-ordinated with the full cooperation of Community Councillors/ Council and any recommendations carried out as soon as reasonably practicable.

### **3.2 Risk Assessments**

Generic risk assessments will be co-ordinated by the Community Council Clerk for all public areas and village assets controlled by the Community Council as detailed in Appendix 1. These assessments will be recorded, monitored and reviewed as required.

### **3.3 Training**

Community Councillors are responsible for ensuring that appropriate health and safety training is provided for employees, elected members and voluntary workers. The Community Council Clerk is responsible for maintaining records of such training.

### **3.4 Accident reporting**

The Community Council Clerk must be notified immediately if an accident occurs to anyone whilst on Community Council business. This includes Community Councillors, employees, elected members, voluntary workers, visitors, contractors etc. A form in the accident book must be completed and returned to the Clerk. The Community Council Clerk will ensure that the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with. Where required, accidents and near misses shall be investigated by the Community Council Clerk and remedial actions recommended to the Community Council where necessary.

Where the activity which gave rise to the accident is under the control of a nominated Community Councillor then that person shall assume the responsibilities of the Community Council Clerk in the preceding paragraph.

### **3.5 Provision and Use of Work Equipment**

If equipment provided by the employer is damaged or faulty the employee is responsible for the immediate return or report of such equipment to the employer for repair or replacement. (Provision and use of Work Equipment Regulations 1998). If the equipment is lost or damaged through negligence, there is an onus on the employee to report such loss or damage immediately.

### **3.6 Procurement of Materials, Equipment and Contractors**

Anyone who purchases or hires materials, equipment or contractors on behalf of the Community Council must ensure that they have read and fully understand this health and safety policy.

All suppliers will be asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required. This information must then be passed on to the Community Council Clerk in order to be recorded.

### **3.7 Violence/Personal Safety**

So as to avoid violence and aggression from members of the public or contractors, all staff should avoid getting into a confrontational situation. Always remain polite, but back off from situations that are potentially dangerous. Any incidents should be reported to the Clerk who may call the police, if it is considered necessary.

### **3.8 Inspections and Documentation Review**

- An annual inspection of village assets will be carried out and the findings recorded.
- Any serious defects/items for attention must be actioned immediately.
- Activity risk assessments, the health and safety policy document and all other health and safety documentation will also be reviewed annually taking into account any changes in personnel, procedural or physical changes.

## APPENDIX 1

### AREAS OF REVIEW

1. **Cemetery**  
Monthly Risk Assessment  
Annual Push Pull test of all graves
2. **Village Hall**  
Monthly Risk Assessment  
Monthly Fire Risk Assessment  
Annual PAT test of all portable devices  
Annual Fire Extinguisher Check  
Annual Emergency Lighting Check  
Annual Legionella Compliance Check
3. **Recreation Fields**  
Monthly Assessment
4. **Top Road Land**  
Monthly Assessment
5. **Employee Personal Environment**
6. **Lone worker**