

## **SEALAND COMMUNITY COUNCIL**

### **HEALTH AND SAFETY AT WORK POLICY**

The requirements of the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work 1999 Regulations are supplemented by a large number of regulations and codes of practice dealing with particular aspects of health and safety. To that end every employer must:

- provide and maintain plant, machinery, equipment, tools, appliances and systems of work which are, so far as is reasonably practical, safe and without risk to health.;
- arrange, so far as is reasonably practical, that employees are not put at risk (or exposed to risk) in connection with the use, handling, storage or transport of dangerous articles and substances (such as chemicals, dusts, noxious fumes or vapours, etc);
- Provide as much information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practical, the health and safety at work of the employees;
- Ensure, so far as is reasonably practical, that the buildings, offices, workshops, and other areas or places in which people are employed to work, are safe and without risks to health;
- Provide and maintain a working environment (including facilities such as toilets, washrooms, cloakrooms, rest areas and the like) which, so far as is reasonably practical, is not only safe and without risks to health, but also adequate in terms of heating, lighting, ventilation and seating, etc.
- Safeguard the employee from inappropriate behaviour by others.

The employer also has a duty of care so to conduct his undertaking in such a way as to ensure, so far as is reasonably practical, that persons not in his employment (contractors, tradesmen, etc.) who may be affected thereby are not needlessly exposed to risks to their health or safety. That same general duty of care extends to other persons (members of the public, customers, guests, clients, etc.) on the employer's premises who may be affected by the way he conducts his business (Source HASAWA 1974 s.3).

#### **RISK ASSESSMENT**

Regulation 3 of the Management of Health and Safety at Work Regulations 1999 imposes a duty on every employer to make a 'suitable and sufficient assessment' of the risks to which his employees are exposed while they are at work, and of any risks to members of the public (customers, clients, visitors, guests, passers-by) who may be affected by the way in which he conducts his business or undertaking. The purpose of this assessment is to identify the measures the employer needs to take to comply with the restrictions and prohibitions imposed upon him by or under extant health and safety legislation. Risk assessment is mandatory under each of the following Regulations:

- The Management of Health and Safety at Work Regulations 1999

- The Provision and Use of Work Equipment Regulations 1998
- The Fire Precautions (Workplace) Regulations 1997
- The Construction (Health, Safety and Welfare Regulations) 1996
- The Chemicals (Hazard Information and Packaging for Supply) Regulations 1996
- The Manual Handling Operations Regulations 1992
- The Personal Protective Equipment at Work Regulations 1992
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Workplace (Health and Safety Welfare) Regulations 1992
- The Electricity at Work Regulations 1989

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the employer to identify any and all potential risks inherent in the place or practices. Based on a recorded assessment the employer should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. The employer must make sure that all employees are made aware of the results of the risk assessment.

It is sensible to appoint one member of staff with responsibility for undertaking risk assessments, making reports to the Council and having oversight of any measures including training, which is put into place to ensure compliance with the regulations.

Note – Council only has one member of staff and all work undertaken by the Clerk is undertaken at his home. Meetings are held at Sealand Primary School.

This policy will be reviewed every four years or earlier if so required by legislation or additional material.

This Policy was reviewed and approved by Council at its meeting held on 11<sup>th</sup> December 2017

Peter Richmond - Clerk of the Council – December 2017