

East Budleigh with Bicton Parish Council

Health & Safety Code of Practice

Adopted February 2019

East Budleigh with Bicton Parish Council (EBBPC) is fully committed to comply with the Health & Safety at Work etc Act 1974 and all related legislation. A full description of the expected compliance is available on the HSE website.

Section 2 of the Act makes it clear that every employer has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees. Where the Council employs officers who work at home, it still has a duty to ensure their health, safety and welfare. Section 7 of the Act states that the employee also has a duty to take reasonable care for their own health and safety and of others who may be affected by their acts or omissions at work. The employee should also co-operate with the employer in exercising its duties under the Act.

Besides the generality of the Health and Safety at Work Act itself, the Council's duty of care extends to comply with a number of associated prescribed regulations, including:

- 1 Management of Health and Safety at Work Regulations 1999: require employers to carry out risk assessments and related matters. EBBPC Risk Register is available on its website via the link:
http://www.eastbudleigh.org.uk/uploads/5/1/8/3/51830611/2018_12_new_ebbpc_risk_register_2018_final.pdf
- 2 Workplace (Health, Safety and Welfare) Regulations 1992:
- 3 Health and Safety (Display Screen Equipment) Regulations 1992:
- 4 Personal Protective Equipment at Work Regulations 1992:
- 5 Provision and Use of Work Equipment Regulations 1998:
- 6 Manual Handling Operations Regulations 1992:
- 7 Health and Safety (First Aid) Regulations 1981;
- 8 The Health and Safety Information for Employees Regulations 1989:
- 9 Employers' Liability (Compulsory Insurance) Act 1969:
- 10 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):
- 11 Noise at Work Regulations 1989;
- 12 Electricity at Work Regulations 1989:
- 13 Control of Substances Hazardous to Health Regulations 2002 (COSHH):

Section 3 of the Health and Safety at Work Act makes clear that the employer also has a duty of care to non-employees engaged in associated work. This would include contractors engaged by the Council. Information must be provided to the contractor concerning aspects of the engagement to ensure the contractor's health and safety. The Council should also ensure that the contractor does not expose others (e.g. the public) to risks to their health and safety. The Council should ensure that contractors are competent to undertake the work and have public liability insurance in place.

The Council will endeavour to meet the prescribed requirements of this legislation and maintain a safe and healthy working environment. Councillors and employees are informed of their responsibilities to ensure that they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the operation, business and work of the Council.

The Council recognises its duty to make regular assessments of the hazards and risks created in the course of Council's day to day business and undertakings.

The Council also recognises its duty, so far as is reasonably practicable: -

- To provide adequate control of the health and safety risks so identified
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances in accordance with COSHH regulations
- To provide information, instruction and training where necessary for our employees and members
- To ensure that all councillors and employees are competent to carry out their duties
- To prevent workplace accidents and cases of work-related ill health
- To maintain a safe and healthy working environment
- To actively manage and supervise health and safety at work
- To have access to competent advice

The Council also recognises:

- Its duty to co-operate and work with other local authorities or employers when we attend at premises or sites under their control to ensure the continued health and safety of all those at work;
- Its duty to co-operate and work with other local authorities, employers and their employees, contractors, when their representatives come onto our premises or sites to do work for us, or visit us, to ensure the health and safety of everyone at work.

To help achieve its objectives and ensure its councillors and employees recognise their duties under health and safety legislation whilst at work, we will inform them of their duty to take reasonable care for themselves and for others who may be affected by their activities.

For information, 'A short guide' booklet to Health and Safety Regulation, published by the HSE, is available for downloading via its website under the 'guidance' tab.