

## LLANGORS COMMUNITY COUNCIL HEALTH & SAFETY POLICY AND PROCEDURES

### Policies:

All Llangors Community Council Health and Safety Policy and Procedures related to the management of Health and Safety shall be documented in a common, risk-based format and shall be freely available to all Councillors and Employee(s).

These documents shall be subject to a process of review and continuous improvement, based on the principles of risk assessment and control.

Llangors Community Council Health and Safety Policies and Procedures shall be consistent with each other and with the Council's safety culture. They will be developed and presented so that all requirements are practical and appropriate for the Council and the working environment and undertakings in which it operates.

Health and Safety Policy and Procedures, Risk Assessments and other appropriate Health and Safety documentation are held in the Llangors Community Council Safety Policy Document file.

These are documents that identify hazards and detail generic risk assessments of these hazards. They provide generic control measures designed to reduce any risk to an acceptable level.

### Organising:

All Councillors and Employee(s) must undertake relevant Health and Safety training, appropriate to the Community Council's undertakings, to ensure that they are competent to carry out the duties required. If Councillors or Employee(s) have any doubts about the safety of any situation that arises, they are expected to STOP AND ASK for assistance, from other Councillors, Clerk, or an appropriate Health and Safety professional.

All Councillors and Employee(s) are provided, where necessary, with appropriate PPE and are expected to inspect, maintain and use it correctly.

Suitable first aid, welfare and emergency procedures should be in place, when required.

The safe use, handling, storage and transport of all materials, used by the Community Council, shall be assessed prior to purchase.

All equipment and materials shall be used, handled, stored and transported in a safe manner.

During monthly Community Council meetings, Health and Safety is an itemised topic. An open proactive forum is encouraged for reporting any H&S matters, and where the condition of all assets is confirmed by responsible Councillors. Any Safety Issues will be discussed with any H&S document updates communicated.

### Council Owned Assets

All Council Owned Assets will be maintained in a safe condition to ensure that they do not represent a hazard to any members of the General Public that use them. A Councillor will be appointed at the AGM to be responsible for monitoring the condition of each Council Owned Asset. These Councillors will report the condition of these assets to the Monthly Council Meetings.

### **Risk Assessment:**

All Llangors Community Council activities shall be assessed for risk before they commence. Generic Safety Risk Assessment forms the basis of Safety Policy Documentation.

With any new activity being organised by the Community Council, an appropriate risk assessment will be undertaken at an early stage in the planning/organisation process to ensure that, as far as is reasonably practicable, foreseeable risks are planned or designed out, or minimised, before the activity commences. Where appropriate the risk assessment will need to identify the use of volunteers assisting in the Community Council work and activities.

In addition to these risk assessments, all Councillors and Employee(s) will carry out their own simple risk assessment, before undertaking any activity. Positive actions to minimise any risk that may exist are expected to be actively communicated to others who may be affected.

All Contractors working on behalf of Llangors Community Council or employed to carry out works on property owned or managed by Llangors Community Council will have appropriate Risk Assessments, Method Statements appropriate insurance in place.

### **Reporting, Monitoring and Review:**

The Community Council Health and Safety Statement and Community Council Health and Safety Policy and Procedures details the requirements and provides guidance to all Councillors and Employee(s) on the procedures for monitoring and auditing health and safety related matters.

Llangors Community Council Chair is responsible for the overall, day-to-day Health and Safety of LCC matters, ensuring that Councillor's and Employee's comply with these requirements.

All accidents are investigated (usually by Chair, Clerk and appointed Councillor) and lessons learned. Each accident report has an action plan to ensure that the facts are disseminated.

Any contractor undertaking work on behalf of Llangors Community Council, needs to be aware of their obligation in reporting accidents and incidents appropriately and timely and ensuring the Community Council is made aware of any such accident or incident.

The Chair, Vice Chair, Competent Person and Clerk will regularly review the effectiveness of the Council's Health and Safety arrangements.

The Chair has overall responsibility for ensuring the appropriate reporting and filing of any RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences).

### **Responsibility and Co-operation:**

All Councillors and Employee(s) take responsibility for day-to-day issues associated with Health and Safety and ensure that:

- All Health and Safety policies and instructions are implemented and adhered too.
- Any reports of risks or hazards that have the potential to cause harm are acted upon in an appropriate, timely manner.
- Health and Safety Information is communicated adequately to all Councillors and Employee(s).
- Accidents, near misses and appropriate occurrences are promptly reported and properly investigated in a timely manner.

- Councillors and Employee(s) personally promote an interest in, and enthusiasm for, Health and Safety matters.
- All Councillors and Employee(s) are to act in a responsible manner and take reasonable care of themselves, other Councillors, Employee(s) and anyone else who their activities may affect.

All Councillors and Employee(s) actively co-operate in matters of Health and Safety, in particular by:

- Personally, taking appropriate action to address any safety matters which come to their notice.
- Avoiding careless or hazardous behaviour, especially that may endanger themselves or others.
- Adherence to Llangors Community Council Safety Policy and Procedures, safe working practices and other instructions at all times.
- Using all materials and equipment safely in accordance with training and instructions.
- Inspecting, maintaining and using PPE, when appropriate to do so.
- Carrying out a sufficient risk assessment before starting a task and throughout the task, so that risks are considered and controlled at the start of the task and when circumstances change.
- Making sure control measures are in place to minimise the risks to all affected persons.
- Immediately reporting to the Chair, Vice Chair or Clerk any risk, hazard or shortcoming that may affect their Health and Safety, or that of the Community in general and taking personal ownership of the problem.
- Taking an active and personal interest in promoting Health and Safety.
- Personally, promoting an interest in, and enthusiasm for, Health and Safety matters and setting a high personal standard, as an example to other Councillor's, Employee(s) and the wider Community.

Reviewed and approved at the meeting of Llangors Community Council on: \_\_\_\_\_

Signed by Chairperson: \_\_\_\_\_

Print Name: \_\_\_\_\_