

New Frankley in Birmingham Parish Council

Meeting of the Audit Committee

To be held on Wednesday 14th April 2010,
at the Parish Council Offices, 12 Arden
Road, Frankley at 1930 hours.

Agenda

1 Apologies for Absence

2 Declarations of interest (existence and nature) with regard to items on the Agenda.

To declare all relevant personal and/or prejudicial interests relating to any items of business to be discussed at the meeting.

3 Public participation session with respect to items on the Agenda

Members of the Public and those Members declaring a prejudicial interest in matters on the Agenda are permitted to make representations under this Agenda Item.

Attached 4 Minutes

To authorise and sign the Minutes of the meeting of the Audit Committee held on 19th January 2010

5 Requirements of the Health and Safety at Work Act

The Health and Safety at Work etc Act 1974 is the primary piece of legislation covering work-related health and safety in the United Kingdom. It sets out a lot of the employer's responsibilities for employees' health and safety at work.

Risk assessments

The employer has a 'duty of care' to look after, as far as possible, an employee's health, safety and welfare while they are at work. That 'Duty of Care' should start with a risk assessment to spot possible health and safety hazards.

The employer has to appoint a 'competent person' with health and safety responsibilities. This is usually one of the owners in smaller firms, or a member of staff trained in health and safety in larger businesses.

Businesses employing five or more people

For businesses employing five or more people, in addition to the risk assessments there must also be:

- an official record of what the assessment finds (the employer has to put plans in place to deal with the risks)
- a formal health and safety policy, including arrangements to protect employees' health and safety (they should be told what those are)

The employer's duty of care in practice

All employers, whatever the size of the business, must:

- make the workplace safe;
- prevent risks to health;
- ensure that plant and machinery is safe to use, and that safe working practices are set up and followed;
- make sure that all materials are handled, stored and used safely
- provide adequate first aid facilities;
- tell employees about any potential hazards from the they you do, chemicals and other substances used by the firm, and give them information, instructions, training and supervision as needed;
- set up emergency plans;
- make sure that ventilation, temperature, lighting, and toilet, washing and rest facilities all meet health, safety and welfare requirements;
- check that the right work equipment is provided and is properly used and regularly maintained;
- prevent or control exposure to substances that may damage employees' health;
- take precautions against the risks caused by flammable or explosive hazards, electrical equipment, noise and radiation;
- avoid potentially dangerous work involving manual handling and if it can't be avoided, take precautions to reduce the risk of injury;
- provide health supervision as needed;
- provide protective clothing or equipment free of charge if risks can't be removed or adequately controlled by any other means;
- ensure that the right warning signs are provided and looked after;
- report certain accidents, injuries, diseases and dangerous occurrences to either the Health and Safety Executive (HSE) or the local authority, depending on the type of business;

Attached 6 Action Taken Following the Previous Meeting

The agreed amendments were made to the Risk Review Log.

Attached 7 Internal Control

To ensure that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and the management of risk.

[Financial and other records will be available for Members' inspection at the meeting]

8 Items for Information Only

Members may raise items not on the agenda under this heading as long as they involve no more than an exchange of information.

9 Local Issues Raised by Members of the Public

To allow members of the public to raise matters of local concern

(Note: No decisions can be made on matters raised under this item. If necessary, a report can be requested for a future Council meeting)