

Cyngor Cymuned Eglwys Bach

Polisi Iechyd a Diogelwch

Datganiad

Mae'r Polisi'n ddatganiad o ymrwymiad y Cyngor i ddarparu amodau iach a diogel i weithwyr a phobl heblaw gweithwyr sy'n defnyddio neu'n ymweld â safleoedd y Cyngor, neu a allai ddod o dan effaith ei weithgareddau.

Mae'r Cyngor yn cydnabod ac yn derbyn, hyd y gellir gwneud yn rhesymol, ei gyfrifoldeb tuag at ei staff fel cyflogwr a hefyd ei gyfrifoldeb tuag at eraill, y gallai ei weithgareddau a'i ymgymeriadau effeithio arnynt.

Adnoddau

Bydd y Cyngor yn sicrhau bod adnoddau digonol wedi'u neilltuo i roi'r Polisi hwn ar waith. Cyfrifoldeb y Cyngorwyr fydd rhoi blaenoriaeth i hyn, a bydd y Cyngor yn ei dro'n sicrhau bod system ar waith yn ystod cyfarfodydd y Cyngor i adolygu'r polisi o dro i dro ac i fonitro safleoedd ac adnoddau sy'n eiddo i'r Cyngor ac unrhyw weithgareddau a drefnir gan y Cyngor.

Hyfforddiant

Bydd y Cyngor yn sicrhau bydd cyllid ar gael i drefnu hyfforddiant i Gynghorwyr a staff fel bo'r angen.

Cofnodion

Bydd y Cyngor yn sicrhau y bydd ymchwiliad prydlon a phriodol i bob damwain, damwain agos, digwyddiad, digwyddiad peryglus a chlefyd sy'n gysylltiedig â gwaith neu weithgareddau'r Cyngor ac y byddant yn cael eu cofnodi. Rhaid nodi unrhyw weithgaredd oedd yn dilyn.

Asesiad Risg

Adolygir Asesiad Risg y Cyngor yn rheolaidd ac dim llai nac unwaith y flwyddyn.

Cyfrifoldebau Cynghorwyr a Staff

Rhaid i'r holl Gynghorwyr a Staff gofio am eu cyfrifoldebau i sicrhau eu hiechyd a'u diogelwch eu hunain a diogelwch aelodau eraill ac unrhyw un arall y gallai eu gweithgareddau a'u hymgymeriadau effeithio arno. Rhaid hysbysu Cadeirydd y Cyngor o unrhyw bryderon iechyd a diogelwch a rhoi gweithgareddau priodol mewn lle.

Cyfrifoldeb Staff yn benodol

Mae dyletswydd gyfreithiol ar bob gweithiwr i wneud y canlynol:

- a) rhoi gwybod ar unwaith i'r Cadeirydd am unrhyw arferion anniogel fel y gellir cymryd camau i ddatrys y pryderon.
- b) cymryd gofal rhesymol o'i iechyd a'i ddiogelwch ei hun ac iechyd a diogelwch pobl eraill y byddai gweithgareddau'n gallu effeithio arnynt.
- c) defnyddio eitemau gwaith, gan gynnwys cyfarpar diogelu personol, sydd wedi'u darparu gan ei gyflogwr yn gywir, yn unol â hyfforddiant neu gyfarwyddiadau a rhoi gwybod i'r Cadeirydd os bydd unrhyw ddiffygion yn y cyfarpar.
- ch) peidio â chamdefnyddio neu ymyrryd ag unrhyw beth sydd wedi'i ddarparu ar gyfer iechyd, diogelwch neu les.
- d) cydymffurfio â holl reolau, rheoliadau a chyfarwyddiadau'r Cyngor er mwyn diogelu iechyd, diogelwch a lles pawb y mae busnes y Cyngor yn effeithio arnynt.
- dd) cymryd rhan mewn unrhyw hyfforddiant iechyd a diogelwch y nodwyd ei fod yn hanfodol ar gyfer gweithio'n ddiogel a defnyddio unrhyw wybodaeth, sgiliau a thechnegau y mae wedi'u dysgu ar gyrsiau o'r fath.
- e) rhoi gwybod am ddigwyddiadau, damweiniau, clefydau sy'n gysylltiedig â gwaith a damweiniau agos a sicrhau eu bod wedi'u cofnodi.

Dyddiad Cymeradwyo:

Dyddiad adolygiad nesaf:

Cadeirydd.....

Dyddiad.....

Clerc.....

Dyddiad.....

Eglwys Bach Community Council

Health and Safety Policy

Datganiad

The Policy is a declaration of the Council's commitment to provide safe and healthy conditions for employees and persons other than employees who use or visit the Council's premises, or who may be affected by its activities.

The Council acknowledges and accepts, as far as it is reasonably possible, its responsibility towards its staff as an employer and also its responsibility towards others, which could be affected by its activities and undertakings.

Resources

The Council will ensure that sufficient resources are assigned to ensure the implementation of this Policy. It will be the responsibility of the Councillors to prioritise this, and the Council in turn will ensure that a system is in place to review the policy from time to time and to monitor the sites and resources belonging to the Council and any activities organized by the Council.

Training

Ensure that resources are available for the training of Councillors and Staff as needs be.

Records

Ensure that any accidents, incidents, near misses, work related diseases and dangerous occurrences are promptly and properly investigated and recorded. Any follow up actions should also be noted.

Risk Assessment

The Council's Risk Assessment will be reviewed regularly and no later than once a year.

Responsibilities of Councillors and Staff

All Councillors and staff reminded of their responsibilities to ensure their own safety and the safety of other members and any other person that could be affected by their activities or undertakings. The Chairperson of the Council should be informed of any Health and safety concerns and appropriate action taken.

Specific Responsibilities of Staff

All employees have a legal duty to: :

- a) immediately inform the Chairperson of any unsafe practices so that steps may be taken to eliminate the concerns.
- b) take reasonable care of their own health and safety and that of others who may be affected by work activities.
- c) correctly use work items provided by their employer, including personal protective equipment, in accordance with training or instruction and notify your Manager or Supervisor should any faults or deficiency arise with the equipment or clothing.
- d) not interfere with or misuse anything provided for health, safety or welfare.
- e) comply with all Council rules, regulations and instructions to protect the health, safety and welfare of everyone affected by the Council's business.
- f) attend any health and safety training that has been identified as essential to the safe way of working and apply any knowledge, skills and techniques acquired on such courses.
- g) ensure incidents, accidents, work related diseases and near misses are reported and recorded.

Approval Date:

Date of next review:

Chairperson.....

Date.....

Clerk.....

Date.....