



## HEALTH & SAFETY POLICY

Date 21 November 2022 – Reviewed by LPC – No amendments

### OUR STATEMENT OF HEALTH AND SAFETY POLICY

- To provide adequate control of the health and safety risks arising from our work activities.
- 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.
- To provide information, instruction and supervision for employees.
- To ensure all employees are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To review and revise this policy as necessary at regular intervals.

### RESPONSIBILITIES AND DUTIES

Loose Parish Council's duties are to observe the requirements of the Health and Safety at Work etc Act 1974 and all other relevant legislation associated with Health and Safety. The Clerk, as part of her role, takes overall responsibility for Health and Safety within the Council as the 'nominated person', or by the Deputy Clerk in her absence. The Loose Parish Council may nominate a "competent person" to assist if required.

The Clerk's Office will, as far as reasonably practicable, take all steps to meet this responsibility by:

- Ensuring that systems of work are identified which are safe and without risks to health, to employees and any other person likely to be affected by work activities. This includes volunteers and contractors.
- To provide appropriate induction to any new employee, or person/s not familiar to the tasks required, and for this to be managed and recorded accordingly.
- Manage proper arrangements for the use, handling, storage, use and disposal of articles and substances at work which are safe and without risk to health.

- Provide such information, instruction, training and supervision, where necessary, to secure the health, safety of all employees, and taking into account any 'special needs' requirements.
- Ensure that the Health and Safety Policy is reviewed and updated as and when necessary in line with current legislation.
- Communicate with other members of staff and Cllrs when any changes are made.
- Monitor the implementation of the Health and Safety Policy.
- Assess the risks of all operations.
- Review risk assessments on a regular basis.
- To have sight of contractors' Health and Safety policies, Risk Assessments and Public Liability insurance documents.
- To ensure that all incidents, accidents and dangerous occurrences are thoroughly investigated and reported to the appropriate authority if necessary.
- Ensure that all staff are fully trained in the use of equipment and ensure that it is safe to use.
- Arrange for the issue of Personal Protected Equipment (PPE) to be provided and ensure it is used correctly.

### **Risk Assessments**

***N.b. Reference is to be made to the 'Risk assessment Policy and associated generic documents'***

The basis of health and safety management is that hazards are identified and appropriate controls are brought in to ensure that risks are as low as reasonably practicable.

All work activities will be risk assessed by the Clerk's Office and controls brought in on the basis of this assessment. The assessments will be kept and the results made available to employees, councillors, volunteers, contractors or visitors affected.

Where a significant risk has been identified it will be controlled by applying the following general principles of prevention:

- Avoiding risks.
- Evaluating the risks which cannot be avoided.
- Combating the risks at source.
- Adapting the work to the individual and their capabilities, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate, and therefore reducing their effect on health.
- Adapting to technical progress.
- Replacing the dangerous by the non-dangerous or the less dangerous.
- Developing a coherent overall prevention measure which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.
- Giving collective protective measures priority over individual protective measures.
- Giving appropriate instructions to persons carrying out the required task/s.
- Employee's Responsibilities.

### **Every employee will be required by law:**

- Not to put themselves, or anyone else, at risk.
- Not to interfere with, or misuse, anything provided for safety reasons.
- To co-operate with Parish Council's attempts to improve health and safety.
- To advise the Parish Clerk's Office of any health and safety problems likely to affect any person.
- Work in the safe manner that they have been trained and instructed in.
- To take reasonable steps for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

### **Protective Clothing**

- Where risks to any persons cannot be controlled by other means, PPE will be provided, and will be provided free of charge to persons who will be trained to use it.
- The Parish Clerk will be responsible to ensure that all staff or others are wearing/using the PEE in the way that they should and it is being maintained, kept cleaned and replaced when necessary.

### **Ladder Work**

- Where there is a need for any person to work at height and ladders are required to undertake the task in hand, the Parish Clerk's Office must be informed prior to work commencing.
- The Clerk's Office will ensure that there are at least two persons at all times whilst the ladder is in use.

### **Manual Handling**

- Any person undertaking regular manual work, such as the Caretaker must at the earliest opportunity take part in 'manual handling training'.
- Office staff should be encouraged to attend manual handling training as many of the duties of the Parish Council involves some form of manual handling.

### **Noise**

- A range of tasks done by persons working for the Parish Council may expose them to high levels of noise. The Parish Clerk will ensure that the correct PPE (ear protectors) is provided and used.

### **Working with computer display screen equipment (H&S regulations 1992)**

- All office staff to be encouraged to undertake training in the use of VDU's (visual display units). The Clerk will ensure that any problems identified under this regulation, such as work station, eye strain etc are mitigated. Any new equipment required will be provided.

Annual checks will be carried out by the Clerk at the workplace of all office staff.

### **Storage Safety**

The Parish Council has to store a wide variety of items and has various areas of storage including cupboards, rooms, buildings including lofts in which items are stored.

As poor storage can lead to fire hazards and health and safety risks from trips, falls and falling items all employees will be expected to assist users, e.g. Hirers of the Parish Pavilion, in achieving safe storage by:

- Only storing those items that have to be stored;
- Storing items in the areas provided for them;
- Storing items in a tidy manner;
- Ensuring that storing of items do not block walkways, exits or accesses to other areas.
- Storing items so that cannot fall.

The Parish Clerk's Office will make regular checks of storage areas and to identify any items which can be discarded.

### **Needle Stick Injuries**

When employees, and/ or volunteers, of the Parish Council undertake litter picking and collection there is the possibility they will come across discarded hypodermic syringes/needles.

As the needles can cause contaminated puncture wounds the Parish Council will ensure that Employees and/or volunteers are aware that syringes may be found in litter and when clearing the playing field etc.

- All employees/volunteers undertaking litter clearing must be provided with PPE (gloves, litter picker) and are advised to use the litter pickers rather than hands unless difficult to do so.
- Employees and others to inform the Parish Clerk if they find a syringe and be alert to areas where extra care is needed.
- Any person receiving a puncture wound from a broken syringe or syringe needle will be instructed to seek medical attention immediately.

### **Accident Reporting**

- All accidents to employees and others using Parish Council property must be reported to the Parish Clerk's Office and an Accident Form completed.
- The Parish Clerk will receive a copy of the accident report and ensure notification of those accidents are reported to the Health and Safety Executive if necessary.

### **Hazard Reporting**

- The Caretaker and/or the Clerk's Office will undertake regular inspections of the play areas, and report any issues to the Parish Clerk.

### **Security**

- CCTV equipment at King George V Playing Field is serviced by competent contractors twice yearly.
- The CCTV cameras only monitor those areas which are covered by the equipment.
- The Caretaker to ensure that all shutters and the Main door to the Parish Pavilion to be kept locked at all times when the facilities are not in use, this includes the locking of the garage/store.
- Hirers using the hall and who have keys to be made aware of their responsibilities, and is included within the standards & conditions of hire.

- A list of all key holders is documented.
- The padlock number to the main gate to be given out only to authorised persons and documented.
- Lone working policy is in place.

### **Contractors**

The Parish Clerk's Office will check with contractors (including self-employed persons) before they start work that:

- The contract/agreement for the arranged works is clear and understood by both parties.
- The contractors are competent to carry out the work.
- Contractors have adequate public liability insurance for the work to be undertaken.
- Contractors do not work alone when working at height.
- Contractors have their own health and safety policy for their staff.
- The contractor knows who to report to if there is a problem, when work is completed etc.

### **Safety Checks**

The Parish Clerk's Office, and or Caretaker, will undertake the following checks:

- Play equipment at King George V Playing Field, weekly visual checks by Caretaker, and further quarterly and an annual inspection by RPII Play Inspection Company.
- Caretaker regular checks as listed, are included in the risk file (e.g. fire doors, smoke alarms etc).
- Fire Extinguishers and Fire Smoke Alarm in Parish Pavilion, checked annually by a qualified electrician.
- Fire risk assessments at the Parish Pavilion are carried out annually and reviewed half yearly.
- Servicing-Gas boilers, water heaters, CO2 alarm- carried out by a qualified engineer annually.
- Servicing- Annual servicing to be carried out by a qualified engineer for all electrics including PAT testing, emergency lighting, smoke alarms, and outside lighting. and checks of full electrics to be done every five years.
- Legionella checks of the hot water supply carried out annually.
- First Aid Box visual check quarterly.
- Closed Cemetery and Memorial stones- Visual & hand tested annually.
- Ragstone walls owned by the LPC checked visually for deterioration annually.
- Risk Assessments – These are carried out on a regular basis, and in line with risk diary, risk register, and risk assessment policy.
- Trees owned by the LPC- To be checked annually by a qualified arbouriculturalist.