



Newbold Verdon
PARISH COUNCIL

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Health and Safety Policy

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SECTION 1

Health & Safety Policy

Newbold Verdon Parish Council has adopted a Health and Safety Policy to protect all of its employees, visitors, contractors and users of premises, and to encourage safe working practices.

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by full Council. Although risk assessment is a continuing process, it shall form part of the Council's annual review. The policy is kept in the Standing Orders file and the Parish Council office, and is accessible during office hours.

General Statement of Policy

The members of Newbold Verdon Parish Council accepts its responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of all employees, contractors, visitors and users of premises, and others who may be affected by the council's activities, and declare their intention to meet the requirements of the Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999, and all other relevant statutory provisions.

Newbold Verdon Parish Council will continue to ensure that its policy, legal obligations and experience are applied effectively throughout the council where it has legal obligations.

The Council recognises that accident prevention is an essential element of good work practice and that its pursuit benefits the efficiency of the Council's operations, as well as the welfare of its employees. It is recognised that effective prevention of injury and damage requires commitment at every level.

Organisation and Responsibilities

Overall responsibility for health and safety and ensuring compliance with the Health and Safety at Work etc. Act 1974, including Regulations made under the Act and the Occupiers Liability Act, is that of Newbold Verdon Parish Council. The Clerk is responsible for ensuring that all health and safety functions are carried out on behalf of council and that this policy is adhered to.

Full Council will consider overall trends and issues likely to affect the Council and its employees and monitor its health and safety performance and compliance with legislation.

Council will promote a health and safety cultural within the Council and ensure adequate resources are available to discharge the Council's health and safety commitments.

Where necessary, Council will give assistance to the Parish Clerk in carrying out safety inspections, investigations of accidents, incidents and near misses, and other dangerous occurrences, in the interests of effective health and safety management and ensure all reports are forwarded to the appropriate authority.

The following supervisors are responsible for safety in particular areas:-

Burial Superintendent	Cemetery (St James Church)
Parish Clerk/Caretaker/Cleaner	Sports Pavilion, Alans Way

Organisations and Responsibilities

All employees have the responsibility to co-operate with supervisors to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee or supervisor notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.

The Clerk is to ensure that Council is advised accordingly of all legal requirements affecting health and safety and implementation of the Council's Health and Safety Policy, and ensure that all statutory notices as required by law, are displayed.

The Clerk must also maintain a central record containing relevant Statutes, Approved Codes of Practice (ACOP's), guidance notes, certificates, risk assessment reports, terms of reference, accident reports and copies of contractors public liability certificates.

First Aid

Sports Pavilion Kitchen

Sports Pavilion Parish Office

Appointed persons responsible for boxes are:

Parish Clerk

Smoking

Smoking is prohibited in all Council owned properties.

Fire Safety

- Fire extinguishers shall be visually inspected monthly in the sports pavilion by the individual representatives. Fire extinguishers shall be maintained annually by the supplier.
- All fire alarm systems at Council owned properties shall be tested at regular intervals by the representatives of each building. Annual electrical certificates shall be obtained on all Council occupied premises.
- Fire exits shall be kept free from obstructions.
- Notices shall be displayed giving directions for the evacuation of buildings in the event of fire and the Clerk will ensure that all employees are conversant with the fire drill.

Training

The Parish Clerk has overall responsibility for training and is to ensure that all training needs are reviewed and met annually.

Employment of Contractors

The notes to be given to contractors are attached in Section 5 – Appendix 6.

Reporting and Recording of Accidents/Incidents

When an accident/incident or near-miss occurs, injuries must receive prompt attention, and any immediate danger should be alleviated. The Council accident book and or the RIDDOR accident report form will be completed by the Clerk.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and the Social Security Act 1975 require organisations to record accidents/incidents and near-misses, and also to investigate and report to the nearest office of the Health and Safety Executive (HSE) accidents which result in the following:-

- Fatalities.
- Specified major injuries (see RIDDOR leaflet).
- Employees being absent from work for more than 3 days.
- Reportable industrial diseases (see RIDDOR leaflet).

All accidents are investigated and preventative measures implemented where appropriate. Any relevant risk assessments are also reviewed by the Clerk.

Employee's Responsibilities

All employees are instructed at induction, of the requirements to report all accidents/near misses occurring to themselves, members of the public, volunteers or contractors in the nearest accident book and to bring the accident to the attention of the Clerk. Employees must also ensure that everything possible is done to minimise damage, particularly injury to persons.

Therefore:-

- Obtain first aid treatment for the injured person.
- Ensure that the accident/incident is reported to the Parish Clerk.
- Record the accident/incident by filling in the accident book and completing a copy of the council's incident report form.

Employer's Responsibilities

The Parish Clerk is to:-

- Establish whether the circumstances or the result of the accident/incident are immediately reportable under RIDDOR as a major injury or as dangerous occurrence.
- Investigate the accident/incident and ensure that all necessary steps have been taken to prevent any immediate further injury or damage to property.
- Ensure that an entry in the accident book has been made.
- Take what steps are necessary to remedy the cause of the accident/incident to prevent a reoccurrence.
- Ensure that if an injured employee is absent from work, or unable to carry out their normal work for more than 3 days (not including the day of the accident) Form F2508 is completed and submitted.

SECTION 3

Risk Assessment

The Management of Health and Safety at Work Regulations impose wide ranging responsibilities on Newbold Verdon Parish Council including the requirement to assess the risk to health and safety to employees and others arising out of Newbold Verdon Parish Council's undertaking.

Newbold Verdon Parish Council will carry out risk assessments in accordance with the Approved Code of Practice (ACOP) and published guidance.

General risk assessments will be carried out on all council workplaces and on all activities and events organised by the Council. Risk Assessments will be carried out by the Parish Clerk using a team approach by involving employees, contractors or volunteers who are familiar with the work areas.

Risk assessments will be used to determine where action is required to achieve or maintain adequate control of risks. Any action taken will be in accordance with the principles of prevention detailed in the Management of Health and Safety at Work Regulations. Namely by;

- Avoiding the risk.
- Evaluating and reducing the risk as far as reasonable practicable.
- Combating the risks at source.
- Adapting the work to the individual.
- Adapting to technical progress.
- Replacing the dangerous with non or less dangerous.
- Implementing safe systems of work.
- Providing adequate personal protective equipment.
- Providing appropriate information, instruction & training.

The Parish Clerk is responsible for:-

- a) Ensuring that all appropriate risk assessments are carried out, recorded and reviewed periodically.
- b) Ensuring that risk assessments are suitable and sufficient and accessing competent health & safety advice where required.
- c) Ensuring that action is taken to adequately control risks to health & safety identified by the assessment.
- d) Implementing, monitoring and reviewing preventative and protective measures such as safe systems of work.
- e) Ensuring that employees are kept adequately informed of risks to health & safety and control measures provided.
- f) Ensuring that contractors or visitors who may be exposed to risks are adequately informed of the risks and any precautions or preventative measures.
- g) Holding copies of risk assessment documents and informing the insurance company if required.
- h) Ensuring that emergency procedures are in place and are formally recorded.
- i) Ensuring that appropriate information, instruction and training is provided.

All employees have a duty to:-

- a) Take reasonable care for their own and others health and safety.
- b) Use all work items in accordance with training and advice.
- c) Co-operate with their employer with regard to health and safety matters.
- d) Report accidents and dangerous incidents.
- e) Notify their employer of any shortcomings in health and safety arrangements.

Newbold Verdon Parish Council's risk assessments are held centrally by the Parish Clerk. Copies of risk assessments and safe systems of work are provided to relevant employees, volunteers and contractors.

Insurance

Newbold Verdon Parish Council holds adequate insurance to cover all of its assets and funds against loss and damage, its members against accident when on duty, all employees (injury), the public (accident claims) and has adequate security for the fidelity of its officers.

SECTION 4

Legislation

Electricity at Work Regulations 1989

The Management of Health & Safety At Work Regulations 1992

Manual Handling Operations Regulations 1992

The Personal Protective Equipment At Work Regulations 1992

The Health & Safety (Display Screen Equipment) Regulations 1992

The Provision and Use of Work Equipment Regulations 1992

The Workplace (Health, Safety & Welfare) Regulations 1992

The Control of Substances Hazardous to Health (COSHH) Regulations 1994

The Fire Precautions (Workplace) Regulations 1997

The Health & Safety (Young Persons) Regulations 1997

COSHH - Control of Substances Hazardous to Health and under the Control of Substances Hazardous to Health Regulations 2002

SECTION 5

PREMISES

Appendix 1

1. HEATING, LIGHTING AND VENTILATION

- a) Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained between 60.8 degrees F and 68 degrees F throughout the working day.
- b) Free standing heaters must not be used unless specifically authorised. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials, and be sited away from desks and chairs.
- c) Office lighting. Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

2. ELECTRICAL EQUIPMENT

- a) All electrical equipment shall be inspected in accordance with the 1989 Regulations.
- b) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- c) 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plus fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, typewriter: 3 amp fuse; 2-bar heater, kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- d) Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use, and plug tops removed from sockets overnight and at weekends.
- e) Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.
- f) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

3. FURNITURE, FITTINGS AND EQUIPMENT

- a) All heavy equipment and storage units should preferably be placed against the wall across several floor joists.
- b) Heavy equipment and furniture must not be moved by individuals.
- c) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- d) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.

- e) High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.

4. **FIRE PRECAUTIONS**

- a) All staff must be fully conversant with the "Fire Alert" system displayed in the offices.
- b) Exit corridors, landings and stair cases must be kept clear at all times.
- c) Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
- d) Waste paper bins must be of metal construction and be emptied each day.

1. Only authorised members of personnel or volunteers, who have received training and instruction in the operation of machinery and equipment may do so.
2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
6. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can.
7. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
8. The manufacturers instructions regarding the safe use of chemicals must be adhered to.
9. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
10. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
11. Pathways on Council owned premises shall be inspected annually.

1. It is essential that care is exercised to follow all labelled instructions on containers and packages. Products should be stored away from extreme low temperatures, heat sources and naked lights, particularly those products containing hydrocarbon and other flammable solvents.
2. Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances.
3. Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.
4. Consideration must be given to the possibility of hazardous by-products that may arise from reaction between various products, or from products exposed to heat or fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleansers (e.g. Harpic) or other acidic substances.
5. Step-ladders which are used to gain access to heights must be in good condition and free from defects.
6. All electrical cleaning equipment must have been wired up by a competent person. Any deterioration in electrical connections or wiring should be reported immediately.
7. Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.
8. **YOU SHOULD REPORT:**
 - a) Structural faults which appear dangerous.
 - b) Floor coverings, etc. which cause a tripping hazard.
 - c) Faulty gas, electric, paraffin fixtures, fittings and equipment.
 - d) All accidents, however small, should be reported.

YOU SHOULD NOT:

- e) Attempt to repair gas, electric, paraffin fixtures, fittings or equipment, unless competent to do so.
- f) Attempt to move obviously heavy furniture alone.

YOU SHOULD:

- g) In the event of your having to stand on something to reach windows, etc. do ensure the object on which you will stand is solid and reliable.
- h) Dispose of aerosol cans in the recommended way.
- i) Dispose of soiled materials in sealed bags.

1. The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused through "handling goods" than any other single action.

Manual lifting is included in this and an incorrect technique can cause:

Hernia (or rupture), torn back muscles, "slipped disc", cuts, bruises, crush injuries to fingers, hands and forearms, crush injuries to toes, cuts and bruises to the legs and feet.

2. The following basic rules are produced to help reduce these accidents:

Assess the size and weight of load/object. Never attempt to lift anything beyond your capacity. If in doubt get a second person or others to help.

If mechanical aids are provided, use them.

If an object is to be lifted manually:-

- a) Bend the knees and crouch to the object.
- b) Get a firm grip using the whole hand and not the finger tips.
- c) Keep the back straight.
- d) Tuck the chin in.
- e) Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.
- f) Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
- g) Avoid pinching fingers when releasing object.
- h) When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated.
- i) Protect your toes with safety footwear.
- j) Wear protective gloves when handling objects with sharp or jagged edges.

1. TIDINESS

Keep floors, passages etc. clear of stores, packages and litter.

Put waste paper in the bin. Do not throw broken glass, razor blades or other dangerous items loose in the waste bin. Dispose of these with care and ask for advice from your Supervisor if in doubt.

2. FALLS AND COLLISIONS

Walk, do not run. Look where you are going.

Use care in opening doors outward.

Take care on stairs and use the handrail.

Mop up spills of liquid, do not leave it to someone else.

Do not climb on chairs, desks, window sills to reach shelves or to open windows.

Use a step-ladder and window poles etc.

3. FIRE PRECAUTIONS

READ AND UNDERSTAND FIRE PRECAUTION NOTICES

Ensure that you know the lay-out of the fire exits and emergency routes. Report or remove where possible any obstruction of fire exits and passages. Keep cloths and towels away from heaters and convectors etc.

Do not stand close to an electric fire, if use permitted, nor stand them near to anything that will burn.

4. HORSEPLAY

Avoid horseplay, sky larking, practical jokes, it can be dangerous.

For Newbold Verdon Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:-

1. As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
2. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
4. The Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
6. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.
7. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

All **employees** are to take reasonable care of their own safety and that of any one else who may be affected by their work activities, and are required to co-operate with Newbold Verdon Parish Council in the fulfilment of its duties with regard to health and safety at Work. Each employee, therefore, will be responsible for:-

- a) Making themselves familiar with and conforming to relevant health and safety instructions at all times.
- b) Not interfering with or misusing anything provided in the interest of health, safety and welfare.
- c) Reporting to the Parish Clerk incidents that have led to, or may lead to, injury or damage.
- d) Assisting as required in the investigation of accidents or incidents.
- e) Wearing the appropriate protective equipment where required.

Signed:..... **Chairman of the Council**

Signed:..... **Parish Clerk**

Last Reviewed: March 2021
Review Due: March 2022
