

# EAST GOSCOTE PARISH COUNCIL

## HEALTH AND SAFETY POLICY



**Approved by:** Full Council

**Date:** 24/07/2023

**Last reviewed:**

**Next review due:**

# Health and Safety Policy

## 1. GENERAL STATEMENT OF POLICY

East Goscote Parish Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Parish Council's activities, and that managing health and safety is a business-critical function.

In order to discharge its responsibilities, the Parish Council will:

- bring this Policy Statement to the attention of all employees;
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk;
- communicate and consult with our employees on matters affecting their health and safety;
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels;
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes;
- encourage staff to identify and report hazards so that we can all contribute towards improving safety;
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues;
- maintain our premises, provide and maintain safe plant and equipment;
- only engage contractors who are able to demonstrate due regard to health & safety matters;
- provide adequate resources to control the health and safety risks arising from our work activities;
- provide adequate training and ensure that all employees are competent to do their tasks;
- provide an organisational structure that defines the responsibilities for health and safety;
- provide information, instruction and supervision for employees;
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement;

This Health and Safety Policy Statement will be reviewed annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the policy will be brought to the attention of all employees.

## **2. RESPONSIBILITIES**

Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of East Goscote Parish Council. The Clerk is responsible for this policy being carried out at all the Council's premises and the Chair will be responsible as his/her deputy.

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

Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must report this to the Clerk.

Consultation between management and employees is provided by immediate day to day discussions with the Clerk.

The Accident Record Book is kept in the Parish Council Office.

## **3. FIRST AID**

First Aid boxes are located as follows:

- Box 1: The kitchen at the Village Hall.
- Box 2: The Pavilion.

Appointed persons responsible for boxes are:

- Box 1: Village Hall Secretary – Mrs C Turlington
- Box 2: The Pavilion Caretaker – Mr C Cadle

## **4. FIRE SAFETY**

Fire extinguishers shall be visually inspected monthly in the Village Hall and the pavilion by the VHMC and Mr C Cadle. Fire extinguishers shall be maintained annually.

The smoke detectors/smoke alarm shall be tested monthly by the VHMC. 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.

**5. TRAINING**

The Parish Clerk has overall responsibility for training.

**6. GENERAL ADVICE**

General advice to all employees is attached as Annex 1.

**7. SPECIFIC POLICIES**

Policies for premises and activities are attached as Annexes as follows:

2. Offices.
3. Grounds Maintenance.
4. Caretaking and Cleaning.
5. Lifting and Handling.

**8. EMPLOYMENT OF CONTRACTORS**

The notes to be given to contractors are attached at Annex 6.

**9. REPORTING AND RECORDING ACCIDENTS**

Accidents shall be reported to the Parish Clerk who will record them in the Accidents Record Book.

**10. SMOKING**

Smoking is not allowed in any council building.

## **ANNEX 1: GENERAL ADVICE TO ALL EMPLOYEES**

### **1. TIDINESS**

- Keep floors, passages etc. clear of stores, packages, and litter.
- Put wastepaper 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.
- Mop up spills of liquid, do not leave it to someone else.
- Do not climb on chairs, desks, windowsills to reach shelves or to open windows. Use a stepladder 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.

## ANNEX 2: OFFICES

### 1. HEATING, LIGHTING AND VENTILATION

- Although there is no absolute legal requirement of office environment temperature, Approved Code of Practice suggested the minimum temperature should normally be at least 16 degrees Celsius. The employer has a duty to determine what reasonable comfort will be in the circumstances.
- 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.
- 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

- All electrical equipment shall be inspected in accordance with the 1989 Electricity at work Regulations.
- 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.
- 13-amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plug 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.
- 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.
- 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.
- 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

- All heavy equipment and storage units should preferably be placed against the wall across several floor joists.
- Heavy equipment and furniture must not be moved by individuals.
- Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- 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.
- 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

- Fire Exits must be kept clear at all times.
- 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".
- Wastepaper bins must be emptied each day.

### **ANNEX 3: GROUNDS MAINTENANCE**

- Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
- 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.
- 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.
- 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. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
- 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.
- Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
- The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
- 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.
- Ladders and stepladders must be in good condition, free from defects, and securely positioned at all times when in use.
- Pathways on Council owned premises shall be inspected annually.



#### **ANNEX 4: CARETAKING AND CLEANING**

- 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.
- Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances.
- 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.
- 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.
- Stepladders which are used to gain access to heights must be in good condition and free from defects. All electrical cleaning equipment must have been wired up by a competent person. Any deterioration in electrical connections or wiring should be reported immediately.
- 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.

##### **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.

## **ANNEX 5: LIFTING AND HANDLING**

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:

- 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.

3. Training

Manual handling training was undertaken by staff (Caretaker, Deputy Clerk and Village Hall Cleaner) on 23<sup>rd</sup> February 2023.

## **ANNEX 6: NOTICE TO CONTRACTORS**

For East Goscote 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.

Signed.....

**(Chair)**

Date.....