

GREAT WALTHAM PARISH COUNCIL

Health & Safety Policy and Statement

Version 3

This policy document should be reviewed and updated as necessary.

Version	Review Date	Reviewed By	Summary of Changes
1	28 th May 2014		Document reviewed in context of CALC and EALC H&S docs, Responsibilities reviewed, Some changes/clarifications, Some document references updated. Existing document.
1a	12 th October 2014		Minor amendments to pars 1.2,4.1 and 8.2 from F&GP Meeting 12 /8/14
2	December 2021	S. Gilbert	Format/ordering changes.
3	March 2022	J. Palmer	No changes.

Health and Safety Policy Statement

Health and Safety at Work etc. Act 1974

This is the Health and Safety Policy Statement of

Great Waltham Parish Council

Great Waltham Parish Council recognises and accepts its responsibility to ensure, so far as is reasonably practicable, the health and safety of all its employees, contractors, visitors and those members of the public who may be affected by The Parish Council's activities.

It is The Parish Council's aim to promote, set and maintain the highest standards for health, safety and welfare matters. This will be achieved by:

- providing adequate control of the health and safety risks arising from the work activities;
- consulting with employees on matters affecting health and safety;
- providing and maintaining safe equipment;
- ensuring safe handling and use of substances;
- providing information, instruction and supervision for employees;
- ensuring all employees are competent to do their tasks;
- preventing accidents and cases of work-related ill health;
- maintaining safe and healthy working conditions; and
- reviewing and revising this policy as necessary at regular intervals.

The Parish Council will endeavour to eliminate any hazards which may result in personal injury, illness, fire, security losses, property damage or harm to the environment.

The arrangements for implementing this policy and the particular duties of persons for safety matters are specified within the policy.

The policy will be revised in the light of changes in circumstances of Parish Council business or amendments in the law. The effectiveness of this policy will be periodically reviewed and updated.

Signed..... Chair to Great Waltham Parish Council

Date:

Next Review Date:

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1. Responsibilities

The responsibility for health and safety rests with everyone, from Councillors through to each individual member of The Parish Council staff. This section sets out the responsibilities under this policy.

- 1.1. The Parish Council, as a corporate body, has overall and final responsibility for health and safety on Council property and for Council external work activities. Specific responsibilities may be delegated as described in the policy.
- 1.2. The Parish Council is responsible for ensuring that all activities under its control are carried out in accordance with The Parish Council's health and safety policy, standards and safe working procedures; and in compliance with statutory provisions. The day to day administration of the Health and Safety Policy is delegated to The Clerk to The Parish Council and apply to all Parish Council activities undertaken by employees, contractors or councillors.
- 1.3. The Finance and General Purposes Committee has the delegated responsibility to ensure that the health and safety policy and standards are maintained and improved.
- 1.4. Employees have legal duties under the Health and Safety at Work etc. Act 1974. In particular, they must:
 - co-operate with The Parish Council on health and safety matters
 - take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work
 - co-operate, so far as is necessary, to enable any duty or requirement imposed on The Parish Council by or under any of the relevant statutory provisions, to be performed or complied with
 - not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions

Failure to comply with these requirements may lead to both disciplinary action being taken by The Parish Council and prosecution by the Health & Safety Executive (HSE)/Local Authority.

2. Health & Safety Risks Arising From Council Work Activities

Under the Management of Health and Safety at Work Regulations 1999, The Parish Council has a duty to assess risks to the health and safety of anyone who may be affected by their work activities. It is The Parish Council's policy to ensure that no-one is put at risk from any activities under its control.

- 2.1. The Finance and General Purposes Committee will ensure that risk assessments are undertaken as identified by The Clerk and The Chair of The Parish Council. A competent person may be appointed by the Finance and General Purposes Committee to perform the detailed risk assessment.

- 2.2. The findings of the risk assessments will be reported to The Parish Council and all

relevant members of staff and Councillors.

2.3. Action required to remove / control risks will be approved by The Parish Council

2.4. The Parish Council, as a corporate body, is responsible for ensuring the action required is implemented and The Clerk to The Parish Council will monitor and report to The Parish Council on the progress/success of implementation of the required actions.

2.5. The Finance and General Purposes Committee will check that the implemented actions have removed the hazards or reduced the risks to an acceptable level.

2.6. Risk assessments will be reviewed annually or when work activity changes, whichever is sooner, by the Finance and General Purposes Committee.

3. Consultation with Employees

Under the Health and Safety (Consultation with Employees) Regulations 1996 The Parish Council has a duty to consult employees either directly or through elected representatives on matters relating to health and safety.

3.1. There is no elected Employee Representative and employees will be consulted directly.

4. Safe Plant & Equipment

Under the Provision and Use of Work Equipment Regulations 1998, The Pressure Systems Safety Regulations 2000 and the Lifting Operations and Lifting Equipment Regulations 1998, The Parish Council has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance work is undertaken.

4.1. The Clerk to The Parish Council will be responsible for rectifying safety issues for all equipment or plant brought to his attention (e.g. portable electrical appliances, vehicles, etc.).

4.2. The Parish Council will be responsible for ensuring that effective maintenance procedures, as advised by The Clerk to The Parish Council, are drawn up.

4.3. The Parish Council, as a corporate body, is responsible for ensuring that all identified maintenance is implemented and The Clerk to The Parish Council will monitor and report to The Parish Council on the progress/success of implementation of the required actions.

4.4. The Parish Council will ensure that regular testing, inspection and maintenance of lifts, hoists, cranes, pressure systems, boilers and other lifting equipment and pressure systems, including emergency repair work, will be undertaken using safe methods.

- 4.5. All new equipment must meet health and safety standards. The Clerk to The Parish Council will check and advise The Parish Council before it is purchased or hired.
- 4.6. Employees may not use equipment unless they have been trained and authorised to do so.
- 4.7. Machinery and equipment must always be checked by the operator before use - anything in a dangerous condition must not be used. Any equipment believed to be faulty, worn or hazardous must not be operated. The guards must always be in place and checked before use.
- 4.8. Any problems found with plant or equipment should be reported to The Clerk to The Parish Council.
- 4.9. All machinery and equipment must be stopped before making an adjustment, undertaking maintenance or lubrication - especially if it is necessary to remove guards for these tasks. All equipment must be isolated before clearing blockages, cleaning or maintenance.
- 4.10. Trailers and trailed equipment must be properly connected to the vehicle and, where applicable, any trailers should be independently braked. It is essential for the operator to ensure that the brake lines are connected properly and that they are in good working order.

Electrics

- 4.11. Fixed electrical installations will be tested for electrical safety at appropriate intervals by a contractor.
- 4.12. Portable electric appliances will be regularly tested for electrical safety (PAT Testing) by a contractor or inspected by a trained member of staff. The condition of electrical equipment must be checked before each and every use.
- 4.13. Electrical pressure wash equipment must not be used unless protected by a 30mA Residual Current Device (RCD).
- 4.14. To minimise the risk of an electrical fire:
 - Trailing leads must be kept to a minimum. Any cables showing damage to the outer insulation should be replaced. Repairs using adhesive tape are not acceptable.
 - Sockets must not be overloaded and should all be switched off when not in use, except for those which it is essential to keep switched on.

Statutory Inspections

The following require specific statutory checks and maintenance:

Area to be checked	Person / Contractor responsible for check	Interval
Fixed Electrical Installations	Competent Electrical Contractor	5 years or as specified by contractor
Portable or Transportable Electrical Appliances	Competent Electrical Contractor or trained member of staff	12 months or as specified. Staff must also check before use.
Standby Electrical Generators	Competent Person	12 months or as specified
Portable ladders, Step ladders etc.	Competent Person	12 months. Staff must also check before every use.
Play Equipment on Recreation Grounds	Competent Person	Weekly or as recommended by manufacturer
Parish Assets - changing room, bus shelters, seats, storage container etc	Competent Person	12 months
Fire Extinguishers	Contractor	12 months
Mowers	Competent Person	12 months
Strimmer	Competent Person	12 months
Electrical Items to be P.A.T Tested	Person/Contractor responsible for check	Interval
PA System	Competent Electrical Contractor	12 months
Clerks Computer	Competent Electrical Contractor	12 months
Printers	Competent Electrical Contractor	12 months
lamps	Competent Electrical Contractor	12 months
Heaters	Competent Electrical Contractor	12 months
Kettle	Competent Electrical Contractor	12 months
Hoover	Competent Electrical Contractor	12 months
Public Computer	Competent Electrical Contractor	12 months
Projector	Competent Electrical Contractor	12 months
SID Charger	Competent Electrical Contractor	12 months

Safety information, operators' manuals, data sheets and records / registers are retained in the Parish Office.

5. Safe Handling & Use of Substance

Under the Control of Substances Hazardous to Health Regulations (COSHH) 2002 and as amended 2004, The Parish Council has a duty to assess the risks from both hazardous substances that are used (e.g. chemicals, solvents, paints, oil, etc.) and hazardous substances generated from work activities (e.g. dust, fume, vapour, etc.).

5.1. The Clerk to The Parish Council will be responsible for identifying all substances that need a COSHH assessment.

5.2. The Finance and General Purposes Committee will ensure that COSHH assessments are undertaken, monitored and reviewed, as identified by The Clerk to

The Parish Council. A competent person may be appointed by the Finance and General Purposes Committee to perform the detailed assessment.

- 5.3. Great Waltham Parish Council, as a corporate body, is responsible for ensuring the action required is implemented and the Clerk to The Parish Council will monitor and report to The Parish Council on the progress/success of implementation of the required actions.
- 5.4. Assessments will be reviewed annually or when the work activity changes, whichever is sooner, by the Finance and General Purposes Committee.

6. Information, Instruction & Supervision

The Health and Safety (Information for Employees) Regulations 1989 and as amended in 2009 require The Parish Council to display a poster telling employees what they need to know about health and safety.

- 6.1. A copy of the HSE's Health and Safety Law poster is displayed in the Parish Office
- 6.2. Health and safety advice is available from the Parish Office
- 6.3. Supervision of trainees will be arranged, undertaken and monitored by The Clerk to The Parish Council

Third Parties

- 6.4. The Parish Council also has a responsibility to all contractors, visitors and members of the public and undertakes to provide a safe working area to the extent that is within its control and to highlight any special hazards which are unlikely to be immediately apparent to the person concerned. The person arranging contractors work or inviting visitors onto the site is responsible for ensuring that the information is provided.
- 6.5. Visitors and contractors are also responsible for the health and safety of anyone who may be affected by their operations, including Parish Council staff. They are also responsible for ensuring that equipment supplied by them is properly maintained, guarded, operated by trained workers and does not present a hazard.
- 6.6. Unauthorised persons MUST be excluded from work areas using barriers and/or appropriate signage where necessary. Each case should be judged on its merits at the time. If in doubt consult The Clerk to The Parish Council. Vehicles must always be driven very carefully around the workplace, as there is always the possibility of pedestrians or animals being present.
- 6.7. The law requires The Parish Council to take extra precautions to protect children from its work activities.
 - Parents or guardians are responsible for children aged less than 16 years. Unaccompanied children on work areas or on the training grounds should be reported to The Clerk to The Parish Council, their parent or guardian contacted and arrangements made for their return to care or removal from site.
 - Children are only allowed in The Parish Council offices if they are adequately supervised and with permission.

- Work must be undertaken at a safe distance from any children and machinery stopped if there are children in the near vicinity.

7. Competency for Tasks and Training

The law requires an employer to provide appropriate information, instruction and training regarding health and safety at work. This is to enable employees to work safely for the benefit of themselves and others.

- 7.1. Induction training will be provided for all employees by The Clerk to The Parish Council
- 7.2. The Clerk to The Parish Council, together with experienced workers, will provide job specific training.
- 7.3. The following tasks are either potentially hazardous or legislation demands that they be carried out by authorised persons only:
 - fork lift truck operation
 - entry into confined spaces
 - handling and using chemicals or hazardous substances
 - chainsaw work
 - animal handling
 - driving at work
 - work at height
 - using dangerous machinery
 - manual handling

All employees are strictly forbidden from carrying out the above tasks unless they are specifically authorised employees, who have successfully completed a special training course or they are supervised by a suitably qualified person.

- 7.4. Employees operating Council vehicles must hold the appropriate class of licence and be specifically authorised, for a particular vehicle, by The Parish Council.
- 7.5. Training records are kept by The Clerk to The Parish Council
- 7.6. Training will be identified, arranged and monitored by The Finance and General Purposes Committee

If an employee does not understand any matter relevant to their health and safety at work, or consider that they have not received adequate information, instruction or training, they must report the matter to The Clerk to The Parish Council.

8. Accidents, First Aid & Work-Related Ill Health

The Parish Council will ensure, so far as is reasonably practicable, that all accidents and dangerous occurrences are reported internally and, where appropriate, to the enforcing authority. In addition, all accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence.

- 8.1. All accidents, cases of work-related ill health and dangerous occurrences are to be reported to The Clerk to The Parish Council without delay. Details of the incident will

be recorded in the accident book which is located in the Parish Office. The Chair of the Finance and General Purposes Committee is responsible for periodically analysing the accident book for signs of trends.

- 8.2. The Chair of The Parish Council is responsible for investigations following accidents, dangerous occurrences and work related ill health absence and may delegate the task to the Clerk to The Parish Council or other appropriate person.
- 8.3. The Clerk to The Parish Council is responsible for acting on investigation findings to prevent a recurrence.
- 8.4. The Clerk to The Parish Council is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and as amended in 2003.
- 8.5. A first aid kit is located in the Parish Office and The Clerk to The Parish Council is responsible for ensuring that first aid boxes are regularly stocked with approved first aid material.

Health

- 8.6. Staff and councillors must report any health concerns immediately to The Clerk to The Parish Council. All staff are reminded to keep up to date with Tetanus protection.
- 8.7. **To avoid ill-health, staff should always wash their hands thoroughly with soap under hot running water before eating, drinking or smoking.** Alternatively waterless hand sanitisers may be used.
- 8.8. **Cuts and broken skin must always be covered with plasters before work and/or gloves used. Good standards of personal hygiene must be maintained.**
- 8.9. It is the Parish Council's policy to do everything that is reasonably practicable to reduce the risk of work-related stress. If any member of staff feels that they are suffering from excessive pressure, anxiety or other symptoms of stress, they should speak, in strictest confidence, to The Clerk to The Parish Council.

Help and support is available from The Samaritans, 08457 909090, (24 hours a day)

- 8.10. No formal Health Surveillance is required for current work activities. However, all staff should monitor their own health and report any concerns to The Clerk to The Parish Council in confidence, with particular reference to back pain, asthma or stress.
- 8.11. There could be a risk of contracting Leptospirosis (Weil's disease), which is a serious (sometimes fatal) infection transmitted by rat's urine when passed through small wounds or breaks in the skin - this is carried by around 40% of rats. Wounds should be washed immediately and covered by a waterproof dressing. Never touch dead rats with bare hands. Your GP can provide further advice.

Alcohol & Drugs

- 8.12. The consumption of excessive alcohol or the use of controlled drugs at work is strictly forbidden. Any person found to be using controlled drugs will be removed for

their own safety and that of others, and could be subject to disciplinary proceedings. No alcohol or controlled drugs are permitted to be brought onto or consumed at work.

- 8.13. The use of prescribed drugs should be notified to The Clerk to The Parish Council to ensure job placement is not affected by the use of such drugs (e.g. some antihistamines can make you drowsy, a particular risk while driving or operating machinery).

Manual Handling

- 8.14. Employees will adopt safe lifting techniques whenever mechanical movement of goods is not possible and should always seek assistance whenever heavy or awkward loads are to be moved manually. In general loads above 25 kg, or a weight which you feel is too heavy for your capacity, must be subject to team lifting. Carrying and lifting of objects should always be done with great care. NEVER ATTEMPT TO MANUALLY LIFT LOADS ABOVE 25 kg ALONE - ALWAYS SEEK ASSISTANCE.

- 8.15. Lifting of heavy items should be carried out using safe lifting techniques (i.e. lift with the legs not the back). Before attempting to lift anything, establish the following:

- The weight of the object
- The centre of gravity (its balance)
- Sharp edges or projections (gloves required at all times)
- Accessibility of the object (and where it is being moved to)
- Your individual capacity for manual handling

9. Emergency Procedures - Fire & Evacuation from Parish Buildings

- 9.1. The Clerk to The Parish Council is responsible for ensuring the Fire Risk Assessment is undertaken and implemented.
- 9.2. Escape routes are regularly checked by The Clerk to The Parish Council
- 9.3. Fire extinguishers are maintained and checked by M & G Fire on an annual contract.
- 9.4. The emergency evacuation procedures will be tested every 6 months.

Smoking

- 9.5. Smoking materials are generally a major cause of fires through careless disposal and must be rigorously controlled. No smoking is allowed on site.

10. Workplace

The Workplace (Health, Safety and Welfare) Regulations 1992, detail the requirements in respect of the workplace, including staircases, floors, ways in and out, toilets and welfare facilities etc. will be kept in a safe and clean condition by cleaning, maintenance and repair.

- 10.1. Employees' co-operation in ensuring such standards is key. Report any concerns to The Clerk to The Parish Council

- 10.2. Regular workplace inspections will be carried out by The Clerk to The Parish Council.
- 10.3. Entrances and exits will be well maintained and all flooring and floor coverings will be kept in a sound condition to ensure safe access and egress.
- 10.4. All work areas are to be kept tidy. All materials to be stacked in a stable fashion in designated areas. Spillages are to be cleared up promptly.
- 10.5. Waste is to be regularly cleared and placed in the designated bin or skip.
- 10.6. Storage of all materials and equipment must, within reason, be arranged so that it remains without risk to anyone's health and safety - AND NOT BLOCKING ENTRANCES, EXITS OR ROADWAYS.

Workplace Traffic Management/Transport

The Workplace (Health, Safety and Welfare) Regulations 1992 place duties on employers to secure a safe workplace. Regulation 17 requires that "every workplace shall be organised in such a way that pedestrians and vehicles can circulate in a safe manner" and that "all traffic routes are suitably indicated where necessary for reasons of health or safety".

- 10.7. Road systems will be clearly and logically arranged, allowing adequate space for movement, reversing, turning, loading and off-loading. An assessment will be completed in respect of workplace traffic management to ensure that the site, vehicles, drivers and pedestrians are safe.
- 10.8. The following procedure should be adopted whenever operating vehicles:
 - A "Safe stop" procedure must be used when leaving any vehicle. This means that all power should be isolated, the ignition key removed and the handbrake applied.
 - Vehicle cabs must be kept clear of rubbish which may interfere with the operation of foot pedals.
 - Any vehicle reversing warning light and/or sounder must be kept in good working order.
 - Daily checks will be carried out prior to the use of the vehicle.
- 10.9. Do not use a mobile telephone or hand held radio whilst driving. Ensure that you pull over and park up in a suitable location to use a mobile telephone.
- 10.10. Drivers will take regular breaks and will ensure that they comply with all relevant legislation.

Safety Signs

The Health and Safety (Safety Signs and Signals) Regulations 1996 set out the minimum requirements concerning safety signs and signals at work. Where appropriate, road traffic signs should be of a design prescribed in the Highway Code for use on public roads.

- 10.11. An assessment will be made of the safety sign requirements for the premises and suitable signage displayed, where required.

Display Screen Equipment (DSE) and Workstations

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to workers who "habitually use Display Screen Equipment (DSE) as a significant part of their normal work". The main feature of the Regulations is the duty to assess workstations and reduce the risks that arise.

- 10.12. Workstations will be assessed and staff given sufficient information and instruction in setting up a comfortable and suitable workstation.
- 10.13. If 'users' so request, appropriate eye sight tests should be provided and the basic cost of any glasses required for computer use will be paid for.
- 10.14. Flexibility will be considered, where possible, to ensure breaks are incorporated into any long, repetitive computer work.

11. Personal Protective Equipment (PPE)

The Parish Council has a policy to provide all necessary safety and hygiene clothing to its staff; free of charge where it is identified as a requirement. PPE is provided as a last resort, when the hazard cannot be controlled by other means. This includes gloves, safety footwear, eye protection, hearing protection, high visibility clothing, wet weather clothing etc.

- 11.1. The Clerk to The Parish Council is responsible for issuing the protective equipment where identified and ensuring that visitors conform to Parish Council safety rules.
- 11.2. It is the recipients' responsibility to wear the protective equipment provided, store it safely and report any loss or defects to The Clerk to The Parish Council. The Clerk to The Parish Council will check compliance and disciplinary action could be taken if employees fail to wear the equipment as directed. Employees could be disciplined leading to dismissal for failing to wear the PPE as directed - or any individual could be fined up to £5000 by the HSE.
- 11.3. Personal protective equipment must be worn at all times by individuals where it is identified as necessary in the COSHH or risk assessment following their training, irrespective of conditions which may make using such equipment uncomfortable.

Eye Protection

Goggles, glasses or face shields are mandatory for any job, process or area where there is physical, chemical or biological risk of injury to the eyes.

Hand Protection

Gloves must be worn when handling material which could cause physical injury. Rubber or nitrile gloves should be worn when handling chemicals or oils.

Hearing Protection

Hearing protection is to be worn when using noisy equipment or in noisy areas.

Foot Protection

Where safety shoes have been provided, they must be worn while at work and where identified as a requirement for the task. Sensible non slip footwear should be worn at other times.

Respiratory Protection

The correct respiratory protection must be worn as necessary. Please note that 'nuisance' dust masks are not sufficient to protect your health.

Safety in the Vicinity of Vehicles

High visibility clothing should be worn by anyone working close to or on roadways or otherwise around moving vehicles.

Protection from Chainsaw Injury

Chainsaw personal protective equipment must be worn when operating chainsaws.

12. Areas of Risk

There are several situations that may present a risk to health and safety. The main areas of risk are listed below:

- falls from height

- workplace transport
- contact with machinery or material being machined
- struck by moving or falling objects
- contact with electricity or an electrical discharge
- slip, trip or fall on same level
- exposure to or contact with hot or harmful substances or biological agents
- manual handling and repetitive work
- asphyxiation or drowning
- noise and vibration lone working
- fire and explosion
- adverse weather
- occupational health

To help reduce the risk of injury or exposure, The Parish Council has produced Safe System of Work procedures for a variety of the hazardous tasks that are undertaken. All employees should read and follow the guidance detailed in these documents.

13. Monitoring & Reviewing

To ensure that The Parish Council's commitment to managing health, safety and welfare in the workplace is actively pursued, The Finance and General Purposes Committee will examine the implementation of this policy by performing regular safety audits and inspections of the premises and work activities. In addition, this policy, together with its associated arrangements, will be reviewed annually or when work activity changes, whichever is sooner.

If you are unsure about any issues raised in this policy, please inform The Clerk to The Parish Council **IMMEDIATELY**. Do not take chances. - **IF IN DOUBT - ASK!**