



ST DENNIS PARISH COUNCIL

HEALTH & SAFETY POLICY

Introduction

St Dennis Parish Council recognises that it is the policy of the Parish Council to take all reasonable steps to ensure the health and safety at work of all employees and any other persons affected by our work. This policy sets out the general principles and approach that will be followed in respect of health and safety legislation.

It is the responsibility of all councillors' and employees of the Council to be aware of the following policy statements on Health & Safety and the organisational arrangements made to implement these policies.

The Parish Council's Safety Policy Statement

St Dennis Parish Council. In accordance with the requirements of the Health and Safety at Work Act (1974)., and the Management of Health and Safety at Work Regulations (1998), accepts its duty to provide and maintain safe, healthy working conditions for all its employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.

The Parish Council will take all reasonable steps to ensure that it complies with the law on Health, Safety and Welfare and any relevant Regulations, Approved Codes of Practice and Guidance. It will provide the resources to ensure the safety of its employees and others affected by its work.

The Parish Council will take all reasonable steps to ensure:

- That information, instruction, training, supervision, equipment and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.
- That it's work, in all forms, is done in ways so that members of the public are not put at risk.
- Those arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or welfare.
- That this policy is brought to the attention of all employees, members of the public, contractors, volunteers and Councillors and is reviewed annually.
- That, when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.
- The Clerk shall keep copies of all risk assessments, method statements and Health & Safety Documents.
- All Councillors, employees/contractors and volunteers have a duty to take reasonable care for their own health and safety and that of any persons who may be affected by their acts or omissions.

- Day to day matters of Health and Safety are dealt with by the Clerk acting on behalf of the Council.

General arrangements

Accidents and First Aid:

Any accidents injuries or dangerous occurrences, must be recorded in the accident book which is located in the Parish Council Office. Reporting slips can also be found in the first aid boxes.

In the event of an accident that requires First Aid treatment there are First Aid boxes located in the Cemetery Shed, the Playing Field Shed and the cleaning/storeroom at the Public Conveniences. Periodic checks will be carried out to ensure the contents are adequately maintained.

If it is necessary to call for an ambulance dial 999 for the emergency services. On no account should you move anyone who appears to be seriously injured unless it is essential to do so for reasons of personal safety.

Fire Precautions:

All employees must familiarise themselves with ClayTAWC'S fire procedures and ensure that they are aware of the nearest exit points of the building and always keep all fire doors free from obstruction.

Substances Hazardous to Health:

There is legislation covering the control of hazardous substances to health (COSHH). This requires that all substances used in the workplace must be assessed in order to identify the risk to health. All hazardous substances should be stored separately in their original containers and, if necessary, in suitable locked facilities. All substances should be used and stored following manufacturer's instructions. If you are in any doubt, contact the Clerk.

Slips Trips & Falls

Falling over as a result of a slip, trip or stumble is the biggest cause of injury at work. Look out for and report hazardous situations that may contribute. Wear suitable footwear at work avoiding high heels and slippery soles. Avoid carrying loads where you cannot see properly.

Lifting & Carrying:

A major cause of injury, not just to backs, but to shoulders, arms and even fingers and toes. Advice to employees is attached as Appendix 1.

Electrical Equipment:

All electrical systems are maintained to prevent danger. Electrical inspections (PAT Testing) are carried out annually to comply with legislation if you see any item without the dated sticker, inform the office and do not use until testing can be arranged. If, however you notice worn leads or wires showing this should be reported to the office immediately and the item should not be used until it can be replaced or repaired.

Employment of contractors

The notes to be given to contractors are attached as Appendix 2.

Safety procedure lone working:

All lone working employees will be provided with the Health & Safety Executive guidance to working alone, and a copy of St Dennis Parish Council's lone working policy. If you do experience difficulty with the environment in which you are working, it is important to report this to your manager who will take all necessary steps to try and have the difficulty resolved.

Display screen equipment:

All display screen users will be provided with the revised Health and Safety Executive publication "Working with VDUs" This gives general background information on how to use the VDU and workstation safely in a readable format.

If you do experience difficulty with the environment in which you are working, it is important to report this to your manager who will take all necessary steps to try and have the difficulty resolved.

Risk assessments

- The Parish Council will carry out risk assessments of its activities as and when necessary and review these annually.
- The Parish Council will set up policies and procedures to reduce any risks that are identified.
- The Parish Council requires contractors to supply risk assessments, written method statements and safe systems of work prior to starting any major works on behalf of the Council.

Adopted by St Dennis Parish Council:**Minute Ref:****Review date:**

Appendix 1

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; 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 capability.

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 fingertips. 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 raise the object. Move off in the required direction in one smooth movement. g) Avoid pinching the fingers when releasing the object.

Appendix 2

NOTICE TO CONTRACTORS

For St Dennis Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work 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. You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
2. The Council will retain the right to stop any operation and or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety or health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action. 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.
3. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.
4. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

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16th March 2018

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