

Brixworth Parish Council

# Health & Safety Policy



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## **1. Policy Statement**

1.1 The Council's policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, and to provide such information, instruction, training and supervision as they need for this purpose.

1.2 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure that this policy is relevant and up to date it will be subject to annual review by the Parish Council at its Annual Meeting. The Council's risk assessment is a continuing process and shall also form part of the Parish Council's annual review.

## **2. Responsibilities**

2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act 1974 and Regulations made under the Act and the Occupiers Liability Act is that of Brixworth Parish Council.

The Parish Council will consult with the Clerk on all matters relating to Health and Safety.

The Clerk is responsible for this policy being carried out.

2.2 The following are responsible for safety in particular areas:

- The Clerk – Home Office
- Officers - Home Office
- Community Centre Manager – Community Centre
- Groundsman – Council's Store and Changing Rooms
- Cleaner - Chemical Store/Cleaning Cupboard

2.3 All employees have the responsibility to co-operate with the Clerk to achieve a healthy and safe workplace and to take reasonable care of themselves and others. All employees should not interfere with anything provided to safeguard their health and safety.

2.4 Whenever an employee notices a health or safety issue, which they are not able to put right, they must advise the Clerk.

2.5 Accident Record Books are kept in the Clerk's office, Brixworth Christian Fellowship Olive Branch Coffee Shop and Community Centre.

2.6 Risk assessments and actions resulting from them are the responsibility of the Parish Council.

- The findings of the risk assessments undertaken by each committee will be reported to the Parish Council.
- Action required to remove or control risks will be approved by the Parish Council.
- The Clerk will be responsible for ensuring the action required is implemented.
- The Clerk will check that the implemented actions have removed or reduced the risks.
- Risk assessments will be reviewed annually, or when the work activity changes, or following an accident, whichever is soonest

2.11 COSHH (Control of Substances Hazardous to Health Regulations 2002) assessments are the responsibility of the Parish Council.

- The Clerk will be responsible for ensuring that all actions identified in the assessments are implemented.
- The Clerk will be responsible for ensuring that all relevant employees are informed about COSHH assessments.
- The Clerk will ensure that new substances can be used safely before they are purchased.
- COSHH Assessments will be reviewed annually or when work activity changes, whichever is soonest.

### **3. First Aid**

3.1 First Aid boxes are located as follows:

#### **Groundsman's Responsibility**

- Box 1: St David's Store (includes eye wash)
- Box 2: Groundsman's Pick Up Vehicle
- Box 3: Ashway Changing Rooms (includes eye wash) – Plant Room

#### **Community Centre Managers Responsibility**

- Box 4: Community Room
- Box 5: Community Hall
- Box 6: BCF Olive Branch

#### **Cleaners Responsibility**

- Box 7: Cleaners Cupboard (includes eye wash)

### **4. Fire Safety**

4.1 WNC will arrange for the Library/Community Centre Fire extinguishers to be inspected annually.

4.2 The Parish Council will arrange for the Changing Rooms Fire Extinguishers to be inspected annually.

4.3 The fire alarm system at the Library/Community Centre is tested weekly by the Library Staff.

4.4 WNC is responsible for the annual electrical certificates for the Library.

4.5 BCF is responsible for the annual electrical certificates for the Olive Branch Coffee Shop and any of their own equipment used in the Community Centre.

4.6 The Parish Council is responsible for the annual electrical certificates for the Changing Rooms.

4.7 Fire exits shall be kept free from obstructions.

4.8 Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.

### **5. Specific Policies**

5.1 Policies for particular premises and activities are attached as Appendices as follows:-

- Home Working – Appendix 1
- Grounds Maintenance. – Appendix 2
- Caretaking and Cleaning. – Appendix 3
- Lifting and Handling. – Appendix 4

### **6. Employment of Contractors**

6.1 The notes to be given to contractors are attached at Appendix 5.

### **7. Reporting and Recording of Accidents**

7.1 Any employee accident shall be reported to the Clerk and recorded in the accident book.

7.2 Any resident's accident on open public spaces for which the Parish Council is responsible, shall be reported to the Clerk and recorded in the accident book.

7.3 Any accident in the Community Centre will be recorded in the accident book in the community hall. The Centre Manager will report any recorded accidents to the Clerk.

## **8. Health & Safety Policy**

8.1 All employees will be issued with a copy of this document with their terms and conditions of employment.

## **9. Information, Instruction and Supervision**

9.1 The Clerk will issue all new employees with a copy of the Health and Safety Law leaflet.

9.2 Health and Safety advice is available from the Clerk.

9.3 The Parish Council is responsible to ensure that all employees are given relevant health and safety information.

## **10. Training**

10.1 The Parish Council has overall responsibility for training.

10.2 The Clerk will provide health and safety Induction training to all new employees, which cover basics such as first aid and fire safety.

10.3 Employees will be provided with specialist training relating to their duties.

10.4 Training records are kept by the Clerk/Admin Assistant in staff records.

10.5 Training will be identified and monitored by the Parish Council. The Clerk/Admin Assistant will arrange any necessary training.

## **11. Monitoring**

11.1 Records of reported accidents and staff absence will be reported to the Annual Meeting of the Council.

11.2 The Parish Clerk is responsible for investigating any accidents and reporting them to the Personnel Committee.

11.3 The Clerk is responsible for investigating work-related causes of sickness absences and reporting them to the Personnel Committee.

11.4 The Personnel Committee is responsible for acting on investigation findings to prevent a recurrence and reviewing the relevant risk assessment(s).

## **Appendix 1**

### **Home Office Working**

#### **1. Heating, Lighting and Ventilation**

1.1 Temperature must reach a minimum of 16 degrees Celsius within one hour of the normal start of work time.

1.2 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**

2.1 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.

2.2 Thirteen amp plugs can be used for appliances with a loading capacity maximum of 13 amps. 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.

2.3 Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors.

2.4 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.

2.5 Defective equipment must never be used. Employees should not attempt to effect repairs to electrical equipment, unless competent to do so.

#### **3. Furniture, Fittings and Equipment**

3.1 Heavy equipment and furniture must not be moved by an individual.

3.2 Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.

3.3 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.

3.4 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. Personal Safety**

4.1 The Clerk should make arrangements to meet contractors or members of the public, at a suitable venue open to the public. (i.e. Library/Community Centre). If the meeting is arranged outside, in the village, the Clerk may wish to ask for a Councilor or member of staff to accompany them. The Clerk should not make arrangements to meet contractors, residents, or representatives from local authorities etc. at their home.

## **Appendix 2**

### **Grounds Maintenance**

1. Only contractors or authorised members of staff, 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. Machinery must not be left unattended where children (or others) may interfere with them. Care must be taken when working with machinery where children are playing.
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.
8. The manufacturer's 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. Employee must hold relevant certificate.
10. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
11. Any problems found with any vehicle and equipment must be reported to the Clerk.
12. The Clerk is responsible for ensuring that any vehicle is maintained and insured.
13. Employees using any plant or equipment must check it prior to use and if any defects or problems are found, that cannot be easily rectified, must be reported to the Clerk.

### **Appendix 3**

#### **Cleaning**

1. Wear rubber gloves to protect against chemical splashes when handling substances that can cause dermatitis. Remember to change them regularly.
2. Wear protective clothing when carrying out a job where liquids can get onto your own clothing. Ensure they are kept clean and intact. Replace regularly.
- 3 Any chemicals diluted, must be diluted to the correct strength.
4. Never mix chemicals together unless recommended by the supplier and a COSHH assessment carried out. Bleach must never be mixed with other chemicals as toxic gas is released.
5. Use appropriate signs when carrying out cleaning of wet floors and toilets.
6. COSHH data sheets will be obtained from the supplier and a COSHH assessment carried out.

## **Appendix 4**

### **Lifting and Handling**

#### **Good Techniques for Manual Handling:**

1. Keep feet apart, bending the knees and keeping the back as straight as possible.
2. Test the weight of the load before you lift it. If it is too heavy for you to lift then ask for help.
3. Keep the load as close to the body as possible.
4. Keep twisting of the torso to a minimum if turning to one side. Move your feet instead.
5. Lift or carry goods in small amounts where possible.
6. Wrap the load or use gloves if it has sharp edges.
7. Use a table or bench as a halfway resting point.



### **Notes for Contractors**

For Brixworth 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. 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 etc. Act 1974 and all relevant statutory provisions.
2. 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.
3. 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.
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.