

BROUGHTON ASTLEY PARISH COUNCIL

Health & Safety Policy 2016

Reviewed: November 2016
Review: November 2017

GENERAL HEALTH and SAFETY POLICY

STATEMENT OF INTENT

1. The Parish Manager and the Council Chairman of Broughton Astley Parish Council regard the promotion of Health, Safety, Welfare and Environmental Protection as a mutual objective for the Council and any employees or persons working with the Council at all levels.
2. It is the Parish Council's policy to do all that is reasonable to prevent personal injury and hazard to health by protecting persons including the public from foreseeable work and environmental hazards in so far as they come into contact with the Council or its activities. In particular the Parish Council undertakes to: -
 - 2.1. Provide and maintain safe and healthy working conditions, as is reasonably practical and comply with statutory Health & Safety requirements.
 - 2.2. Provide training, instruction, information and supervision to enable employees to perform their work safely.
 - 2.3. Control emissions to the atmosphere and disposal of waste materials so as far as is reasonably practicable and comply with statutory environmental health legislation.
 - 2.4. Assess the risks associated with substances used in the course of our business and advice on the Health & Safety precautions to be taken.
 - 2.5. Provide appropriate personal protective equipment and provide instruction on their use.
 - 2.6. Carry out regular inspections of the workplace and take appropriate action to safeguard against hazards and eliminate / reduce the risk of accidents.
 - 2.7. Carry out audits to ensure the Parish Council's Health and Safety and Environmental Policies and Procedures are being complied with.
 - 2.8. Maintain a constant and continuing awareness and interest in Health and Safety and Environmental matters.
 - 2.9. Inspect and maintain all equipment supplied for leisure purposes and ensure they comply with the manufactures and current Safety regulations.
 - 3.0. Review the contents of the Health & Safety Policy on an annual basis

The Parish Manager and the Council Chairman of Broughton Astley Parish Council accepts that health and safety are management responsibilities but they depend on the co-operation of all employees to make the policy successful.

It is the duty of all employees to comply with the Safety Policy at all times, to report accidents and incidents and to act responsibly and to do everything they can to prevent injury to themselves, other employees and the public at large

The Parish Manager will monitor the operation of the policy

Signed..... **Date**

Parish Manager

ORGANISATION

Every Employee has a responsibility for carrying out the Parish Councils Health and Safety and Environmental Policy.

In particular, specific responsibility is assigned as follows: -

PARISH MANAGER

Responsible for ensuring compliance with the Parish Councils Health, Safety, and Environmental Policies and reporting non-compliance to the Parish Council members.

Responsible for promoting Health & Safety awareness and ensuring that employees use safe working methods and procedures at all times. Investigating and reporting hazards, ensuring that suitable action is taken to eliminate or minimise the risk of accidents, responsible for providing day to day instruction on safe working methods. Ensuring that electrical hand tools and equipment are regularly tested and recorded in line with the Parish Councils policy. Ensuring that all work equipment is examined regularly and tested in line with statutory requirements.

- Accident investigation and reporting,
- Workplace safety inspections.
- Ensuring employees are provided with suitable personal protective equipment.
- Ensuring that employees are aware of any hazards or risks involved with any material, equipment or substance used and that proper precautions are taken where necessary
- Ensuring the health & safety of all visitors to any premises owned or maintained by the Parish Council including the Village Hall, Allotments, Recreation Ground, Cemetery and War Memorial Gardens.

Responsible for ensuring the monitoring of emissions to the atmosphere through air, drains and local sewers from all premises. Responsible for ensuring a fire/emergency procedures and equipment are in place and that procedures are communicated to all employees, sub-contractors and visitors along with the provision of suitable training in the use of fire/emergency equipment for all employees where required. Responsible for auditing compliance with the Health and Safety and Environmental Policy in all areas by carrying out regular audits and reporting on non-conformance to the Chairman of the Parish Council. (The Parish Manager is also known as the Clerk to the Council).

ALL EMPLOYEES

- Will assist in the promotion of positive Safety awareness.
- Observe and report hazardous conditions to the Parish Manager.
- Will make recommendations on action aimed at preventing accidents.
- Must take reasonable care for the Health & Safety of themselves and other persons including the public who may be affected by their acts or omissions whilst at work.
- Responsible for observing Health, Safety and Environmental Policies and Procedures, reporting accidents, dangerous occurrences and conditions promptly to the Parish Manager.
- Ensure proper use and care of personal protective equipment supplied in the interest of Health & Safety.
- Ensure proper use of work equipment and machinery and adhering to safe systems of work.
- Promoting Health & Safety & Environmental awareness.

PARISH COUNCIL MEMBERS

- Will assist the Parish Manager in the promotion of positive awareness in Health and Safety matters.
- Shall ensure that all employees are supported in their roles.
- Should understand that the decisions made at Parish Council meeting should be clarified with the Parish Manager

SUB-CONTRACTORS

Sub-contractors employed by the Parish Council are required to comply with requirements of all relevant Health & Safety legislation and in particular to: -

1. Working to the correct standards as to conform to the 1974 Health and Safety at Work Etc. Act.
2. Take reasonable care for the Health & Safety of themselves and other persons including the public who may be affected by their work.
3. Use safe systems and methods of work.
4. Provide suitable personal protective equipment.
5. Report accidents and dangerous occurrences promptly in line with statutory requirements.

It is Council policy that sub-contractors employed by the Council provide information on safe systems of work, including method statements and risk assessments for potentially hazardous work tasks that may be carried out at our premises or on behalf of our Council.

Sub-contractors with five or more employees will be required to provide information as requested in our standard sub-contractor questionnaire. Sub-contractors with less than five employees will be issued with a copy of our Health and Safety Policy and are required to sign that they will adhere to its terms at all times whilst carrying out work on behalf of our Council.

ARRANGEMENTS

WELFARE

The Parish Council will provide a safe place of work and working environment. Safe means of access and egress shall so far as is reasonably practicable be provided and maintained to and from every place at which any of the facilities provided in pursuance of these Regulations is situated and every such place shall, so far as is reasonably practicable, be made and kept safe for persons using the said facilities.

Good housekeeping and sensible safety precautions are the foundation of the Safety Policy and everyone must play their part. All employees are responsible for maintaining a clean and tidy workplace. Good housekeeping is vital in all work areas. Clutter and untidiness increases the risk of trips and falls and is often a fire risk. The standard of housekeeping usually indicates how well a job is managed.

HEALTH AND SAFETY COMMUNICATION, CONSULTATION AND PROMOTION

The Parish Council will encourage the active participation of all employees in promoting good health and safety practice within the Parish Council in line with The Health & Safety (Consultation with Employees) Regulations 1996.

- Arrange for appropriate measures for the health and safety of employees.
- The appointment of competent persons to provide advice and to implement emergency procedures.
- The provision of information on risks to health and safety and on preventive measures.
- The provision of adequate health and safety information and training before starting work and when exposed to new risks.

Should The Parish Council employ any non English speaking / reading employees or if any employees identify difficulties with literacy, health and safety information will be provided in a format suitable for the individual and an Interpreter will be appointed if required. The Parish Council can also contract Browns health and safety for assistance and advice.

All employees are encouraged to make suggestions in writing for the continuous improvement of existing facilities and arrangements for Health & Safety at Work. Any unsatisfactory or dangerous occurrences should be reported immediately to their supervisor.

Staff meetings will be held quarterly to discuss any health, safety or environmental issues. Non management employees will be consulted by the Parish Manager prior to and after the meeting to ensure that any issues they may have can be raised at the meeting and the outcomes communicated. Copies of the minutes will be available on The Staff Notice Board.

A copy of this policy statement will be issued to each new employee, and displayed on the Parish Council Notice Board and a copy will be available on external sites. Employees have a responsibility to ensure that the Parish Council complies; not only with the legal requirements, but with the achievement of the policy, and their active involvement is encouraged.

All employees are responsible for promoting a positive and active attitude and approach toward Health & Safety at work and Environmental Protection. The Parish Manager will issue information and advice regarding Health and Safety matters to help employees keep abreast of current issues and new initiatives. The Chairman and Parish Manager will constantly enforce the need for safe working on our premises.

INSTRUCTION AND TRAINING

The Parish Manager will provide new employees with suitable Health & Safety induction training on the first day of their employment or as soon as possible thereafter, advising on Health & Safety hazards and explaining safe systems and methods of work.

The Parish Manager must ensure that all employees are provided with suitable personal protective equipment and record the issue of such equipment in the Health & Safety file. Refresher training will be given as necessary, particularly for potentially hazardous work operations. It will be the responsibility of the employee to ensure adequate training is received.

HOUSEKEEPING

Good housekeeping and sensible safety precautions are the foundation of the Health & Safety Policy and everyone must play their part. All employees are responsible for maintaining a clean and tidy workplace. Good housekeeping is vital in all work areas. Clutter and untidiness increases the risk of trips and falls and is often a fire risk. The standard of housekeeping usually indicates how well a job is managed.

ASSESSING AND CONTROLLING HAZARDS

The Parish Council has a duty to identify hazards at work and assess the risks of accidents occurring. Risk Assessments will be carried out in all work areas by or under the supervision of the site supervisor. Management will ensure that such assessments are carried out by competent persons. In all cases steps must be taken to eliminate the risks identified wherever possible. If elimination is not possible, suitable control measures will be introduced to minimise the risk of accidents. Risk Assessment must be reviewed annually or when significant changes in the working environment or working processes occur including an accident / incident.

The Parish Council will provide a safe system of work and to this end will ensure that detailed instructions and information is made available for all works / operations carried out by the Parish Council including routine and non routine activities and foreseeable emergencies. This will enable all employees to carry out their tasks in a safe and efficient manner.

REPORTING ACCIDENTS AND DANGEROUS OCCURRENCES

All accidents must be reported immediately to the Parish Manager and recorded in the Accident Book. Accidents and dangerous occurrences must be thoroughly investigated by the Parish Manager in consultation with the Safety consultants to establish the cause and action taken to eliminate or minimise the risk of reoccurrence. Cases of industrial injury will be reported to the Parish Manager at the earliest opportunity. The appointed Health & Safety representatives must be informed of accidents and dangerous occurrences and be given the opportunity to investigate and make recommendations where appropriate.

REPORTING AN INJURY, NEAR MISS OR DANGEROUS OCCURRENCE

1. All injuries resulting from accidents at work which; cause incapacity for more than 7 days must be reported by the management, direct to the enforcing authority (by telephone).
2. Self-employed people and people receiving training are covered, essentially in the same way as employees.
3. There are new requirements for reporting certain events following the supply of flammable gas to domestic and other premises.

Method of Reporting

1. A death, major injury or condition, or dangerous occurrence must be reported by the quickest possible means (either telephone or email) and confirm in writing within 10 days on Form F2508 to the Enforcing Agency i.e. the HSE or the Local Authority Environmental Health Office.
2. Injuries which result in more than 7 days absence from work must be reported on Form F2508 within 15 days of the accident.
3. Cases of disease must be reported on Form F2508A.

Definitions of events, which are reportable: -

1. The death of any person as a result of an accident arising out of or in connection with work.
2. Any person suffering any of the following injuries or condition as a result of an accident arising out of or in connection with work.
 - (a) Fracture of the skull, spine or pelvis.
 - (b) Fracture of any bone, in the arm or wrist but not a bone in the hand; or in the leg or ankle but not in the foot.
 - (c) Amputation of the hand or foot, or finger, thumb or toe or any part thereof if the joint or bone is completely severed.
 - (d) The loss of sight of an eye, a penetrating injury to any eye or a chemical or hot metal burn to an eye.
 - (e) Either injury (including burns) requiring immediate medical treatment or loss of consciousness resulting in either case from an electrical shock from any electrical circuit or equipment, whether or not due to direct contact.
 - (f) Loss of consciousness resulting from lack of oxygen.
 - (g) Either acute illness requiring treatment or loss of consciousness, resulting in either case from absorption of any substance by inhalation, ingestion or through the skin.

- (h) Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
 - (i) Any other injury, which results in the person being admitted immediately into hospital for more than 24 hours.
 - (k) A person at work (i.e. an employee, a self - employed person or a person receiving training for employment) is incapacitated for his or her normal work for more than 7 days as a result of an injury (an "over 7 day" injury) Caused by an accident at work.
3. The death of an employee if this occurs some time after the reportable injury which led to that employee's death but not more than one year afterwards.
4. In the case of an over 7 day injury to a person at work, a written report about it must be sent to the enforcing authority within 15 days of the accident

PROCEDURE IN THE EVENT OF SERIOUS OR FATAL ACCIDENT.

This is a summary of the action to be taken in cases of a Serious or Fatal Accident or Serious Incident. This procedure applies in cases where employees, in the course of their work are seriously or fatally injured and also in cases of a serious incident that may have resulted in serious or fatal injury. This procedure also applies in cases where persons not employed by the Parish Council are involved in a serious or fatal accident or serious incident directly associated with work carried out by employees of the Parish Council. It is good practice to notify the HSE if any person while using leisure equipment controlled by the Parish Council has an accident, whilst using said facilities. The employee, or in cases where the employee is incapacitated, the first person on the scene of an incident or accident must: -

WHERE A SERIOUS ACCIDENT OR INCIDENT OCCURS ON OUR PREMISES

Contact the Parish Manager by the quickest means. In cases when the Parish Manager is not immediately available, the person left with responsibility must assume the role of the Manager in respect of this procedure. In cases where the Parish Manager cannot be contacted the information must be given to the Chairman of the Parish Council and then to the HSE and Parish Council's insurers.

The following information must be obtained and passed on to the HSE and the Parish Council's insurers urgently: -

- (a) NAME OF CALLER
- (b) LOCATION AND ADDRESS OF ACCIDENT OR INCIDENT
- (c) TELEPHONE NUMBER
- (d) NAME (S) OF EMPLOYEES/PERSONS INVOLVED
- (e) NATURE OF ACCIDENT OR INCIDENT AND CURRENT STATUS OF PERSON INVOLVED.
- (f) WHAT ACTION HAS BEEN TAKEN

This procedure does not replace other Health & Safety procedures currently in force. You must also continue to report all accidents in the usual way.

PERSONAL PROTECTIVE EQUIPMENT

The Parish Council will supply suitable personal protective equipment. The Parish Manager is responsible for ensuring that personal protective equipment is made available and that employees are clearly instructed on the correct use and care of such equipment. Employees are responsible for maintaining the equipment in good order and for using it properly. Protective clothing should be cleaned regularly to remove contamination and to maintain a high standard of appearance. Employees who require protective equipment should contact the Parish Manager.

VEHICLE SAFETY

Only authorised persons may drive a Parish Council vehicle. All drivers of Parish Council vehicles must ensure the vehicle is safe and properly maintained. All drivers must have a full, current UK driving license which will be subject to checking every 6 months. All users must adhere to statutory driving regulations and the Road Traffic Acts, in particular the laws regarding drinking and driving and the use of mobile phones.

GENERAL SAFETY AND DISPLAY SCREEN EQUIPMENT

The workplace must be kept clear of obstructions, for example open filing cabinets, boxes and litter on floors, trailing cables tools etc. Particular care should be taken to keep stairs and landings clear and ensure that lighting levels are adequate.

When working at a VDU or Word Processor ensures that your workstation is suitably organised and that: -

- The seating is comfortable, at the right height and does not cause unnecessary strain to your eyes, neck and back.
- You avoid excessive glare and reflection on the screen, any window should have the ability to stop glare
- The keyboard is at the correct angle.
- If copying from documents they are the same distance as the screen and ideally at the same height.
- If you are working repetitively for long periods, take short breaks to give your hands and eyes a rest.
- Display screen equipment will be assessed by a competent person to identify any hazards that may exist and to advise on actions to be taken.
- Habitual users of display screen equipment will be provided with vision screening and eye tests in line with our Display Screen Policy.

FIRE PRECAUTIONS AND EMERGENCY PROCEDURES.

Fire exits and routes to fire exits must be kept clear at all times. Fire and emergency evacuation drills will be carried out at least twice yearly. The Parish Manager must maintain an up to date list of employees to be used as a checklist when carrying out a roll call as part of the evacuation procedure and they know where to assemble in the case of an evacuation. All employees must familiarise themselves with the emergency procedure, the position of nearby fire exits and their assembly point. The Building is a no smoking building.

The Parish Manager will be responsible for providing and having maintained all fire fighting equipment, fire doors, signs, fire-warning systems, fire blankets, notices and all associated equipment. Fire procedures will be displayed along with notices for fire points, alarm points and directional signage. It will be the responsibility of the Parish Manager to ensure that all new employees receive training in the Fire and Emergency Procedures on their first day at work along with training for all employees on understanding the principles of fire fighting equipment.

The Parish Manager will ensure that all statutory checks/tests on fire fighting appliances and associated alarms and equipment are carried out.

FIRST AID AND TRAINING

THE FIRST AID FACILITIES (PER WORKPLACE) PROVIDED BY THE COUNCIL SHALL BE OF: -

1. The provision of the appropriate number of qualified first aiders as described by statutory Regulation (SI 917 / 1981).
2. The provision of adequate first aid facilities, which shall comprise of: -

- a. First aid kit(s) appropriate to the size of the workplace / workforce as describe by statutory Regulations (SI 917 / 1981) and in First Aid at Work, Health & Safety Executive Booklet HR (R) 11 / 1981 as revised). British Standard BS-8599-1:2011
 - b. A trained first aider may be used where required and defined by statue.
 - c. The Parish Council shall ensure that first aid training is given by persons or organisations qualified to do so. This shall be made available to any members of the workforce expressing an interest provided that there is a need for additional first aider.
3. The Council shall also: -
- a. Explain to new employees what they shall be required to do and to whom they will bear direct responsibility.
 - b. Ensure that any new employees read and understand the Parish Councils Safety Policy.
 - c. Discover whether any new employee has any particular health needs (in terms of disability or recurring illness) and to make appropriate arrangements for this.
 - d. Ensure that new employees are given appropriate directions in relation to potentially hazardous locations within the Parish Council's area of responsibility.
 - e. Bring to the attention of new employees any prohibited or dangerous practices in connection with their work.
 - f. Ensure that adequate instruction has been given in the use or operation of any machinery or equipment, including safety apparatus and protective clothing.
 - g. Give clear directions as to the first aid and emergency procedures.

When attempting to aid an accident victim, an untrained person may do more harm than good. The following points are particularly important.

- Do not try to remove a particle from a person's eye.
- Do not move an injured person or try to get him/her to stand. Moving a person with spinal injury can cause damage to nerves and may result in paralysis.

Summon help immediately and keep the victim calm and warm. Where appropriate First Aiders will be trained and appointed and provided with suitable facilities. This information should be pointed out to all employees

COMMUNICATION & CONSULTATION

The Parish Council will encourage the active participation of all employees in promoting good health and safety practice in line with The Health & Safety (Consultation with Employees) Regulations 1996. Monthly meetings will be used to provide employees with information and advice on health and safety matters.

1. Arrange for appropriate measures for the health and safety of employees.
2. The appointment of competent persons to provide advice and to implement emergency procedures.
3. The provision of information on risks to health and safety and on preventive measures.
4. The provision of adequate health and safety information and training before starting work and when exposed to new risks.

NEW AND EXPECTANT MOTHERS

Specific risk assessments will be made relating to the work operations of new and expectant mothers, and appropriate measures taken as a result, in compliance with the Management of Health and Safety at Work Regulations 1999.

YOUNG PERSONS

All risks to young persons (under 18 years old) will be assessed before they start work, taking into account their inexperience, lack of awareness of existing or potential risks, and immaturity, specific factors in the risk assessment will be addressed. Information will be provided to the parents of school age children about the risks and control measures introduced. Account will be taken of the risk assessments to determine whether the young person should be prohibited from certain work activities, except when they are over minimum school leaving age, and it is necessary for their training and: - where risks are reduced so far as is reasonably practicable, and where proper supervision is provided by a competent person, in compliance with the Management of Health and Safety at Work Regulations 1999.

STRESS POLICY

The Parish Council are committed to reducing so far as is reasonably practicable the causes of stress to its workforce. Whilst a reasonable degree of challenge and stress is acceptable as providing an added incentive to work, the Members of the Parish Council realise that excess stress amongst employees is very counter productive, and they will endeavour to ensure that the causes of undue stress are avoided, enabling our employees to work at their best potential. It is the Parish Council's view that it should actively seek to avoid lone working over long periods.

If an employee is suffering from or suspects that they are suffering from the effects of stress it is imperative that supervision is informed; also should any employee suspect that a colleague is suffering from stress, supervision should immediately be informed in order that corrective action may be taken. Supervisors are required to monitor the staff under their control for the possible signs of stress and report to The Parish Manager.

POLICY ON DRUGS AND ALCOHOL AT WORK

The Parish Council is concerned to provide a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work.

The Parish Council therefore aims to promote a healthy environment to minimise such problems, identify employees with possible problems at an early stage and offer all employees known to have alcohol or drug problems affecting their work referral to an appropriate source for diagnosis and treatment if necessary. Employees are encouraged to approach a nominated Member of the Parish Council to seek advice and assistance where appropriate. All information will be treated in utmost confidence. Should any employee suspect that a fellow worker including management is effected by over indulgence in alcohol or any other substance the Parish Manager request that an approach is made to the nominated Councillor and he is informed of the details. The nominated Member of the Parish Council will treat the information confidentially and be tactful in his endeavour to provide advice and assistance to the effected employee.

Every employee is reminded that under section 7 of the Health and Safety at Work etc. Act 1974 employees have a duty to take reasonable care of themselves and others who may be affected by their acts or omissions at work.

LONE WORKING

Working alone or in isolation from others can increase the level of risk associated with workplace tasks. Much of this increased risk arises from the consideration that, in the event of an emergency, there is no one available to render assistance or to summon help. In addition to such risks to their physical well-being, however, workers may also be subject to adverse emotional effects due to their isolation from others. Lone working is not subject to defined timescales and risks may be increased in situations

where a worker is alone only for a few minutes, as well as those where individuals habitually spend their entire working day away from others.

There is no general legal prohibition on persons working alone, however, the requirements of the Health and Safety at Work etc. Act and the Management of Health and Safety at Work Regulations still apply. These require the Council to identify hazards, assess the risks involved, and put measures in place to avoid or control those risks. The Parish Council will comply with these legal duties regarding lone workers. They are, however, taken as representing a minimum standard, which may be supplemented by identified best practice.

SAFE HANDLING AND USE OF SUBSTANCES

The Parish Council will assess and control the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) in order to prevent or reduce the employees' exposure to hazardous substances by:

1. deciding how to prevent harm to health
2. providing control measures to reduce harm to health
3. making sure they are used
4. providing information, instruction and training for employees and others;
5. providing monitoring and health surveillance in appropriate cases.

MANUAL HANDLING

The Manual Handling Operations Regulations 1992 (amended 2002) apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. As a responsible employer the Parish Council has an obligation to ensure that actions are taken to reduce the likelihood of injury associated with manual handling. The key elements of the Parish Council's policy are:

1. All staff involved in manual handling should attend a Manual Handling Instruction course provided by a recognised training organisation.
2. All staff involved in Manual Handling should be supplied with HSE publication 'Getting to Grips with Manual Handling' for reference.
3. Risk assessment and monitoring of work practices to reduce the likelihood of injury occurrence.

PLANT AND MACHINERY / ELECTRICAL APPLIANCES AND POWER TOOLS

All plant and machinery used and operated by The Parish Council is manufactured to approved safety standards and must be used in accordance with the manufacturer's instructions. It is the responsibility of the Workplace Managers/Supervisors to ensure that machines and equipment is only used by those employees who have the authority to do so and who are sufficiently trained and competent in the handling/using the particular item.

Any machine fitted with a guard to protect moving parts must not be operated if any guards have been removed or not correctly fitted adjusted.

Machines must not be adjusted when they are running, unless the manufacturer has made specific provision for adjustment.

The purpose and method of action of all switches and safety devices must be clearly marked.

All electrical equipment on The Parish Council site and other workplace will be supplied, installed, maintained or used in accordance with current regulations and statutory standards. The Workplace Manager/Supervisor will ensure that all power tools provided for use on site or in other workplace are in accordance with the relevant British and Statutory Standards.

Wherever practical power tools and electrical equipment of 110 volt (CTE) shall be used.

Standards (but not limited to) to be adhered to include:

- The Electricity at Work Regulations 1989
- Lifting Operation and Lifting Equipment Regulations 1998 (LOLER)
- The Work at Height Regulations 2005
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- The Control of Vibration at Work Regulations 2005

PORTABLE APPLIANCE INSPECTION AND TESTING

The Parish Manager will ensure that all portable electrical equipment is regularly visually inspected and PAT tested. This includes electrically operated office equipment. Equipment must be identified by a unique number and must be tagged or labelled to show the date on which it has been inspected and tested.

A record must be maintained of the inspection and test and kept on file.

WASTE CONTROL

Waste oils, solvents etc. and other industrial waste materials must be disposed of using approved licensed disposal agents or contracts. In field activities it may be necessary to return quantities of waste to the branch office to be disposed of centrally. Under no circumstances must waste oils and other substances be "Tipped" into drains, waterways, skips or any other un-approved or non-licensed point of disposal.

NOISE AND VIBRATION

The Parish Manager will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies, etc. and that all equipment and noise reducing doors, etc., are used.

Supplies of ear defenders or other hearing protection will be made available on the site / workplace for any operation where it is not practicable to reduce the noise levels to a safe limit. These will be issued to operatives as required and must be worn at all times when the operative is exposed to noise. A noise assessment will be carried out in areas of the workplace where the effect of noise may be potentially hazardous.

The Control of Vibration at Work Regulations 2005 requires that The Parish Council ensures that no employee shall be placed at risk from exposure to excessive vibration.

With respect to the dangers associated with HAVS, our aim is to:

- Highlight those work activities that have the potential to cause hand-arm vibration syndrome (HAVS).
- Give information on identifying the level of risk associated with such activities.
- Suggest ways of reducing any significant risks to an acceptable level.

This we endeavour to do by:

- Checking whether it is necessary to use the current types of tool or whether a task may be achieved a different way.
- Minimise the need for operations and tools that expose workers to hazardous vibration.
- Minimise the forces needed to control tools. Consider the maintenance of the equipment and whether there is likely to be deterioration in anti-vibration mountings, etc.
- Reduce exposure times, e.g. by breaking up activities to minimise prolonged exposure, e.g. job share and rotation
- Operators will be able to maintain good blood circulation, with suitable gloves worn to assist. Heated handles, warm, weatherproof clothing, heating pads are amongst other aids that The Parish Council will also consider to minimise the risks.
- A review of the above will be undertaken on a regular basis to ensure that a safe system of work is developed and maintained.

WORKING AT HEIGHT

The Work at Height Regulations 2005 applies to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others (e.g. facilities managers or building owners who may contract others to work at height) to the extent they control the work.

The Regulations require duty holders to ensure:

- all work at height is properly planned and organised;
- all work at height takes account of weather conditions that could endanger health and safety;
- those involved in work at height are trained and competent;
- the place where work at height is done is safe;
- equipment for work at height is appropriately inspected;
- the risks from fragile surfaces are properly controlled; and
- the risks from falling objects are properly controlled.

Staff must:

- ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height;
- ensure that the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable;
- plan for emergencies and rescue;
- take account of the risk assessment carried out under regulation

HEALTH AND SAFETY POLICY AND PROCEDURES REVIEW

The Health and Safety Policy and Procedures will be subject to regular monitoring to ensure the effectiveness of preventative and protective measures, and reviewed as necessary. Employees are encouraged bring to the attention of their immediate manager any areas which in their opinion appears inadequate, such comments will be passed on to the Parish Manager for consideration and review. The Parish Manager is committed to constant improvement in safety performance throughout the organisation. Review of this Policy and associated procedures will occur at least annually, provision will also be made for review in the event of the introduction of new legislation, the amendment of existing legislation, codes of practice or guidance notes.

Risk Assessments, CoSHH Assessments and Method Statements will be reviewed annually unless a situation arises which Broughton Astley Parish Council management believe a review is required i.e. changes to changes to legislation, procedures, new equipment or accident / incident, change in management or technology.

CLOSING MESSAGE

Our Health and Safety Policy is designed to ensure that you fully understand the role that you and the Parish Council must play in helping to provide a safe and healthy working environment. Together we must seek to identify and eliminate hazards at work and reduce the number of accidents to zero.

With your help and co-operation we can achieve this.