

**THURCASTON & CROPSTON**  
**PARISH COUNCIL**

**Health & Safety**  
**Policy**

**JUNE 2014**

# GENERAL HEALTH and SAFETY POLICY STATEMENT OF INTENT

1. The Parish Clerk and the Chairman of Thurstaston & Cropston 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 practicable 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 advise 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 Clerk and the Chairman of Thurstaston & Cropston 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 Clerk and the Chairman of Thurstaston & Cropston Parish Council will monitor the operation of the policy

**Signed**..... **Date** .....

**Signed**..... **Date** .....

Parish Clerk and Chairman

## **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 CLERK**

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 Memorial Hall, Jubilee Park and the Cemetery.

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.

### **ALL EMPLOYEES**

- Will assist in the promotion of positive Safety awareness.
- Observe and report hazardous conditions to the Parish Clerk.
- 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 Chairman.
- 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 Clerk 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 Clerk

## **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**

### **INSTRUCTION AND TRAINING**

The Parish Clerk 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 Clerk 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.

### **HEALTH & SAFETY PROMOTION**

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

### **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 slips and falls and is often a fire risk. The standard of housekeeping usually indicates how well a job is managed.

### **HAZARD AND RISK ASSESSMENT**

The Parish Council has a duty to identify hazards at work and assess the risks of accidents occurring. Hazard and Risk Assessment will be carried out in all work areas. The Clerk will ensure that competent persons carry out such assessments. 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. Hazard and Risk Assessment must be reviewed when significant changes in the working environment occur. It will be the employee's responsibility to inform the Parish Clerk of actions carried out that does not comply with the current risk assessments.

## **REPORTING ACCIDENTS AND DANGEROUS OCCURRENCES**

All accidents must be reported immediately to the Parish Clerk and recorded in the Accident Book. Accidents and dangerous occurrences must be thoroughly investigated by the Parish Clerk 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 Clerk 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 3 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 3 days absence from work must be reported on Form F2508 within 10 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 3 days as a result of an injury (an "over 3 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 3 day injury to a person at work, a written report about it must be sent to the enforcing authority within 10 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 Clerk by the quickest means. In cases when the Parish Clerk is not immediately available, the person left with responsibility must assume the role of the Clerk in respect of this procedure. In cases where the Parish Clerk 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 Clerk 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 Clerk.

## **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. The Parish Clerk 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 Clerk 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 Clerk 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).

- b. A trained first aider may be used where required and defined by statute.
- 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: -

- Explain to new employees what they shall be required to do and to whom they will bear direct responsibility.
- Ensure that any new employees read and understand the Parish Councils Safety Policy.
- Discover whether any new employee has any particular health needs (in terms of disability or recurring illness) and to make appropriate arrangements for this.
- Ensure that new employees are given appropriate directions in relation to potentially hazardous locations within the Parish Council's area of responsibility.
- Bring to the attention of new employees any prohibited or dangerous practices in connection with their work.
- Ensure that adequate instruction has been given in the use or operation of any machinery or equipment, including safety apparatus and protective clothing.
- 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.

## **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.

## **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 Clerk.

## **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 element of the Parish Council's policy is:

1. Risk assessment and monitoring of work practices to reduce the likelihood of injury occurrence.

## **MONITORING**

The arrangements for ensuring the Health & Safety of all employees, Members, sub-contractors and visitors using any premises owned and maintained by the Parish Council will be reviewed by the Parish Clerk on an annual basis.

## **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.**