



Stanton under Bardon Parish Council

DOCUMENT CONTROL

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Introduction

Stanton under Bardon Parish Council recognise health, safety and welfare as essential in the successful operation of its activities.

All operations will be conducted with due regard for the Council's statutory obligations and the appropriate safeguards to minimise risks to the health and safety of all employees and others who may be affected by our activities.

This policy aims to provide sound practical advice on safe working methods and statutory requirements relevant to the work activities of the Council.

It endeavours to make each and every person working for the Council aware of his or her responsibilities with respect to health and safety and in so doing reduce the risk of accidents occurring within our working environment.

Adherence to the objectives set out in this policy and recognised good working practices are essential. The Council believes that the active participation of all Councillors and members of staff is essential in maintaining the highest practical standards of accident prevention.

Policy Statement

The following is a statement that has been prepared by Stanton under Bardon Parish Council in respect of the requirements of section 2(3) of the Health and Safety at Work etc. Act 1974, and the relevant provisions of the Management of Health and Safety at Work Regulations 1999.

It shall be the continuing policy of the Council to ensure that all its operations are, as far as is reasonably practicable, conducted in a manner so as to ensure the health and safety of all its employees and any other persons that may from time to time be affected by the Council's

activities. The prevention of accidents shall be regarded as an essential part of the Council's responsibilities towards its employees, visitors, customers and others.

The objectives of the Council's safety policy are to promote the safety, health and welfare of all employees and others and to ensure and maintain a safe and healthy workplace in accordance with the relevant statutory provisions.

Compliance with the provisions of the Health and Safety at Work etc Act 1974, and all subsequent and relevant legislation and regulations pertaining thereto, however, shall be regarded as the minimum standard expected. It is the policy of this Council to endeavour to secure the co-operation of all concerned to achieve the highest standards practicable in all aspects of health and safety at work.

The policy reflects the commitment of the Council to the belief that a safe and healthy working environment is directly related to the continuing success of an efficient and well run Council, and the implementation of this policy is seen as an integral part of this commitment.

The Council shall ensure, as appropriate, that adequate training is provided, protective clothing is made available and that all tools and equipment comply fully with the relevant legislation.

This policy clearly sets out the responsibilities of the Councillors and all members of staff, in respect to this policy and shall be reviewed and revised as often as may be necessary. Any amendments or additions will be brought to the attention of all employees.

Responsibilities

In order to meet the objectives of this policy the Council will ensure that adequate resources are made available for the provision of health, safety and welfare within the workplace, including the provision and maintenance of plant and equipment, systems of work, and a workplace and environment which are safe and without risks to health.

The overall responsibility for health and safety within the Council lies with the Parish Council, who, in line with policy, have joint responsibility for implementing policy throughout the Council.

The Council will ensure that the allocation of adequate resources, financial and otherwise, are made available to meet the health and safety requirements of the Council and monitor such allocation. They will also monitor the effectiveness of this policy, all procedures and precautions taken and the role of any personnel with specific health and safety responsibilities as defined in this section.

As appropriate, they will delegate this authority, or appoint personnel to take responsibility for, and carry out, specific duties in relation to health and safety throughout the structure of the Council.

In addition they will ensure that adequate arrangements are in force to bring this policy and its contents to the attention of all employees

- The Health and Safety policy will be reviewed at the Annual Meeting, or when required.

- Carry out regular monitoring and review of procedures including the provision of inspections and audits
- Deal with any emergencies that may arise, including the appointment of persons competent to administer first aid and supervise evacuation of any premises should the need arise.
- Identify any training needs within the Council and act upon them.
- Liaise with the Health and Safety advisers and make available such information as necessary to enable them to carry out the duties placed upon them by the Council
- Enable all employees to be aware of their responsibilities

All Employees

All employees (including any labour only subcontractors) should make sure that they are familiar with, and understand, the contents of this Health & Safety Policy, and comply with the requirements therein and all safe working methods at all times.

In particular, they are required to:

- a) Comply with all safety instructions given by the Clerk to the Council and observe any specific safety regulations or requirements that may be applicable to their work area, or are identified in the relevant risk assessments and method statements.
- b) Make proper use of all protective clothing and safety devices issued at all times, and not damage or misuse any equipment provided for the purposes of health and safety.
- c) Immediately report to the Clerk to the Council any defects in equipment, safety devices and protective clothing, or any other safety hazards encountered in the course of their work, in order that the necessary repairs or remedial action can be taken.
- d) No employee should attempt to use any equipment that is known, or suspected to be, faulty or unsafe. This must be immediately reported to the Clerk to the Council.
- e) Not operate any machinery, tools or equipment, use any materials, nor perform any work tasks for which they have not been trained or authorised by the Council.
- f) On arrival at any new workplace, employees should familiarise themselves with any emergency procedures in place, the location of first aid and emergency (e.g. fire fighting) equipment, and how to summon assistance in an emergency.
- g) Exercise care when working in shared workspaces to ensure that their activities do not create hazards for other staff.
- h) Employees should always abide by any security or safety rules in force for the premises and ensure that they are made aware of any emergency procedures, restricted areas or other hazards that may affect them during their work.
- i) Report all accidents, whether causing injury or not, to the Clerk to the Council, and assist in any investigations as required.
- j) Always work in a responsible manner, keep the workplace tidy and promote good working practices at all times.

The Council actively encourages suggestions from any employee or Council member for the improvement of health and safety in the workplace. Employees have a statutory duty to report any shortfall in the implementation or policy of the Council with respect to health and safety in so far as it affects their own activities.

Any member of staff, regardless of position or status, who is found to be deliberately or consistently negligent in the performance of their duty with respect to this health and safety policy, may be subject to disciplinary action including dismissal.

ARRANGEMENTS

Risk Assessments

Pursuant to Regulation 3 of the Management of Health and Safety at Work Regulations 1999, an assessment of the risks to the health and safety of all employees, Council members and volunteers shall be carried out in order to ensure that any requirements and prohibitions placed upon the Council under the relevant statutory provisions pertaining to its activities are observed.

Standard method statements and safe working practices shall be developed and adopted for all activities for which significant hazards and levels of risk have been identified. Any such measures shall be recorded and conveyed to those members of staff affected, in order that the risk shall be minimised and controlled. All measures taken shall be reviewed as to their effectiveness and may be revised in the light of experience, or amended to suit specific circumstances as and when the need arises.

In addition, specific assessments required under other legislation, including The Health and Safety (Display Screen Equipment) Regulations 1992 as amended and The Manual Handling Operations Regulations 1992 as amended, shall be carried out as appropriate and reviewed from time to time by the Council.

It is a requirement of Regulation 18 of the Management of Health and Safety at Work Regulations 1999 that the employer must be informed in writing by any female member of staff if they are pregnant, have given birth in the previous six months or are breast-feeding. The Employer then has a duty to implement suitable control measures highlighted in a risk assessment in accordance with the requirements of Regulations 3 & 16 of the Management of Health and Safety at Work Regulations 1999.

Inspections and Audits

Day to day inspections of the workplace will be the responsibility of the Clerk to the Council who will ensure that all work procedures, tools and equipment and the workplace, including housekeeping and welfare facilities are in good order.

When requested, periodical safety inspections or audits of Council premises on an ad-hoc basis will be carried out by the Clerk to the Council and a full report of all such inspections and audits shall be made to the Council indicating any recommendations for remedial action required.

Welfare and First Aid

The Council shall ensure that adequate provision is made for the purposes of washing, sanitation and the taking of meals and breaks, and it shall be the responsibility of each and every employee to ensure that the facilities provided, either by the Council or others (e.g. a landlord) are kept in a clean and safe condition at all times.

First aid facilities will be made available, including a suitable first aid kit, which will be replenished or replaced as necessary.

The Council shall make adequate provision for the appointment and training to a suitable standard of sufficient numbers of first aid personnel, in accordance with the requirements of the Health and Safety (First Aid at Work) Regulations 1981 and the 1997 ACOP.

Notices outlining the arrangements in place, and identity of duty holders should be clearly posted and brought to the attention of all personnel.

Should any changes be made to these arrangements then notification in writing will be circulated to all affected employees.

Emergency Procedures

The policy with respect to emergency procedures should be made known to all Council members, employees and any other persons who may be on Council premises.

In the event of fire or other circumstances which may give rise to imminent and serious danger (e.g. gas leak) the first priority of any employee discovering it must be to raise the alarm. On hearing the alarm the appointed person shall put into effect the evacuation procedures and notify the emergency services.

In all cases the first consideration is to the safety of all persons and no attempt should be made by any individual to tackle the situation if they would put themselves or others at risk by so doing.

The Council shall provide and maintain sufficient and suitable fire extinguishers as appropriate and ensure that staff are trained in their use.

The Council is responsible for ensuring that their staff are aware of the specific local procedures, including the location and type of fire-fighting equipment, escape routes and assembly points etc.

Reporting of accidents and injuries

All accidents no matter how small shall be recorded in the accident book. The details of any first aid administered should be recorded by the appointed person concerned and the tear-off details shall be kept in a secure place. Completed accident books will be logged and kept in safe keeping for the requisite time period.

All accidents or dangerous occurrences (as defined by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995) shall be reported to Council forthwith using the Council accident incident report whereupon such information as is necessary shall be gathered so that a full and proper investigation may be carried out.

In the case of any injury or work related stress / ill health resulting in the absence from work of any employee for seven or more days, the Clerk to the Council shall be notified by telephone and then the HSE Incident Control Centre shall be notified using the prescribed form (F2508).

In the event of a fatal accident, major injury or prescribed dangerous occurrence, the following procedure shall be adopted;

- Contact emergency services if required and Inform the Clerk to the Council immediately, who shall:
- Notify immediately the HSE Incident Control Centre (0845 300 9923) and notify the Chairman of the Council.
- Unless there is an immediate risk of further injury or damage, the vicinity of, and any plant or equipment involved in, the incident should be left untouched until instructions to the contrary are received from HM Inspectorate.
- Identify and obtain statements from any witnesses and obtain photographs where possible
- Where applicable, advise relatives of the injured party
- Enter details in accident book. Ensure that Council accident reporting form is completed.

The Council shall be responsible for ensuring that any or all necessary investigation is carried out and that written notification on form F2508 is forwarded to the relevant enforcing authority within fifteen days.

Where appropriate detailed reports shall be compiled and presented to the Council along with any recommendations for remedial action to prevent recurrence.

Training

The Council is committed to the belief that suitable and proper training is an essential factor in achieving and maintaining high standards of skills, efficiency and health and safety throughout its operations and therefore full use will be made of any guidance and/or training available either in-house or through trade associations, professional bodies and others as and when appropriate. The Council shall continue to make use of any guidance and/or training provided by manufacturers and suppliers of equipment used in the workplace to ensure that its employees are able to use the equipment in a safe and proper manner.

All new employees shall be given basic safety induction training, and specific site inductions as appropriate.

Specialist safety training will be carried out where appropriate, for example abrasive wheels, first aid, manual handling etc.

Health and safety update sessions should be held for supervisory staff as appropriate to ensure that Council are kept informed of any changes in legislation or Council policy etc.

The Council shall be responsible for identifying any ongoing or new training needs within the Council.

All training carried out shall be recorded and a data base of staff training records kept by the Clerk to the Council.

Housekeeping and waste disposal

All work areas shall be maintained in a clean and tidy fashion. All spillages of hazardous materials etc. shall be cleared up immediately.

All employees and members shall be responsible for ensuring high standards of tidiness in the workplace. All floors and walkways shall be kept clear and free from obstruction.

All waste produced shall be disposed of in the appropriate manner either through the local authority or other local arrangements as appropriate. All waste removed shall be via a registered waste carrier in accordance with the Environmental Protection Act (Duty of Care).

Following any operations which result in the release of dust, all employees shall ensure that the work area is suitably cleaned.

Personal protective equipment (PPE)

Protective clothing and safety equipment relevant to the work being undertaken will be provided for, and used or worn by, all employees as appropriate, in accordance with the Personal Protective Equipment Regulations 1992 as amended, The Control of Noise at Work Regulations 2005 and any other relevant statutory provisions or Council procedures.

It is recognised that certain processes and the use of certain substances within the Council's activities will necessitate the use of personal protective equipment.

Where statutory provision or detailed assessment of the task or substance involved indicates that such PPE will be required then the Council will ensure that it is made available. All PPE used will be of a type approved for the purposes and conform to the relevant British (BS) or European (EN) standards.

It is the responsibility of all employees to wear such PPE as provided and to use it in the proper manner. All PPE should be regularly inspected and kept in good order, and any loss, damage or defects reported immediately.

Specific requirements and guidance on the use of PPE will be given where necessary, for example when using pesticides or chippings, and records of issue will be kept as appropriate.

Hazardous substances

All hazardous substances used by, or produced as a result of any process carried out by, the Council in its operations shall be subject to assessment in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) as amended and a record of all such assessments shall be kept.

All employees will be made aware of any significant hazards and the precautions or protective equipment required when using or handling any such substances, and additional training will be given where appropriate.

Staff are urged at all times to follow any safety instructions given by the manufacturer or supplier and contained on any packaging or labelling supplied with any product. Particular attention should be paid to any product bearing a hazard-warning label.

Substances carrying warning symbols and specific safety instructions should not be transferred to any unlabelled containers, and should only be stored in accordance with any instructions given or identified in the relevant product data sheet and COSHH assessment.

Use of work equipment and machinery

No unauthorised or untrained persons shall be permitted to operate any machinery or equipment belonging to, or in use by, the Council.

All guards and safety devices must be fitted and correctly positioned before any machinery or tools are operated. Any missing or defective guards should be reported to the Clerk to the Council for action immediately.

All hand held electrical tools and equipment shall be maintained in good order and tested at regular intervals, dependent upon type and usage, in accordance with the provisions of the Electricity at Work Regulations 1989 and associated HSE guidance.

It shall be the responsibility of the Clerk to the Council to ensure that upon delivery any hired equipment is in good order and that all relevant safety instructions are supplied with the equipment by the hirer.

No person shall be authorised to carry out any alteration, modification or repair to any machinery or electrical equipment for which they are not qualified and competent to carry out.

Where electrical equipment is used in an outside environment then for preference this should be of the 110-volt type only.

All equipment purchased, hired or in use by the Council shall comply in all respects with the Provision and Use of Work Equipment regulations 1998, shall be in good order and properly maintained. The frequency of maintenance shall be annually, or more frequently as stipulated by a competent person or following significant changes to the equipment or work environment. Where such equipment is the property of the Council, then suitable maintenance records shall be kept.

Statutory inspection of pressure systems and dust extraction equipment will be undertaken by a competent person at suitable frequencies as stipulated in specific legislation or guidance.

Manual handling

The risk of injury due to the manual handling of items is recognised by the Council and all measures will be taken as necessary to reduce such risks.

Wherever weights outside those given in the general guidelines contained in the guidance to the Manual Handling Operations Regulations 1992 as amended must be lifted then a thorough assessment of the operation will be carried out, and relevant precautions taken.

Wherever reasonably practicable, the lifting of heavy loads should be avoided and the Council will endeavour to provide mechanical alternatives or aids for the lifting of such loads.

Articles, items, substances or equipment, whenever possible shall be purchased and delivered in quantities suitable for individuals to handle without undue risk of injury. Where materials are supplied in bulk, then they should be transferred to smaller containers or packs for use.

Training in proper handling techniques will be given as appropriate and only those persons so trained should be asked to move heavy loads, when mechanical means are unavailable.

Wherever an assessment relates to a complex situation or cannot easily be repeated then that assessment will be recorded and a record kept for future reference.

Contractors and suppliers

Whenever work is to be contracted out, particularly construction, equipment servicing or repairs, only those contractors who meet the Council's criteria with respect to health and safety, and have been duly authorised, shall be used on the Council premises.

They shall be required to supply information on any hazards created by their activities, which may affect the Council or its employees, and submit for prior approval any risk assessments, method statements and working procedures for such activities.

Any contractor who fails to co-operate or comply with Council procedures on site may be removed from the approved list of suppliers.

The Council shall endeavour, when letting any contract, to satisfy themselves that the contractor has sufficient resources and has made adequate provision for health and safety in respect of the work to be carried out.

All suppliers shall be required to supply to the Council all relevant information with respect to any relevant safety procedures or known hazards in relation to their products or services, including product safety data sheets, operating manuals etc. It shall be the responsibility of any person ordering or specifying goods or services obtained on behalf of the Council to ensure that such information is provided and made available to the relevant personnel.

Customers and members of the public

It is recognised that the Council has a duty of care to all visitors including customers and other members of the public who may come into contact with the operations of the Council.

When working in public places or on public rights of way, suitable warning notices shall be used to inform others of the hazards which may be presented due to the work activities.

Cones, tape and other barriers should be used to prevent persons from walking under ladders etc. from which persons are working.

All materials shall be kept secure and protected when not in use and particular care should be taken when children are present.

Lone working

Staff may be required to work alone, and whenever this is the case, the Council shall ensure that such persons have ready access to a telephone, are in possession of a mobile telephone or, if necessary, a personal alarm device and have any relevant emergency contact numbers. Regular contact should be maintained throughout the working day.

Lone working procedures shall be implemented in consultation with the workforce and must be adhered to.

Electricity and electrical equipment

No employee shall interfere with or attempt to modify any electrical installation or equipment unless they are suitably qualified to do so.

All electrical equipment shall be used in the correct manner, and no electrical circuit shall be overloaded so as to represent a risk of fire.

The Council shall make arrangements to ensure that all electrical installations and equipment are maintained and tested periodically (five-yearly) in accordance with the Electricity at Work Regulations 1989. All installations shall be inspected and tested by a competent person or electrical contractor on a five-yearly basis. Portable appliances should be visually inspected prior to use and formally tested, the frequency of which shall be in accordance with the HSE guidance INDG236.

Display screen equipment

The Clerk to the Council shall ensure that any display screen workstations are assessed in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended where such workstations fall within the scope of those Regulations.

If a person uses a display screen workstation for more than one hour continuously on a daily basis, then a full assessment of the workstation, the surrounding environment and the user must be made on the standard VDU Assessment form. All information relating to safe use of the Display screen equipment will be given to users during the induction process.

Whilst the majority of the form is a self-assessment document, it is the responsibility of the Clerk to the Council to check the details, in consultation with the user and to ensure that the assessment is reviewed on a regular basis.

Any potential risks to the health of the user, or non-compliance identified, as a result of the assessment shall be referred to the Council for action.

All display screen equipment users shall receive information and training with respect to the requirements of the regulations, and measures, which can be taken to reduce the risks, associated with poor posture and layout of the workstation etc.

Where the operator is designated as a user under the Regulations, an eye test will be undertaken as necessary by the preferred optician. Where it is identified that corrective lenses are required for Display screen work, then the Council shall provide such corrective lenses, and Council selected frames. Should staff wish to upgrade their frames, they will be expected to pay the difference in cost of the upgrade.

Consultation

The Council recognises that consultation at all levels on matters of health, safety and welfare is essential to ensure good working relations and the promotion of a positive safety culture within the organisation.

Whilst no recognised trade union representation exists within the Council, the views of all employees on matters relating to health and safety are always welcomed.

In order to facilitate such exchange, Councillors shall solicit the views of those members of staff under their control and actively encourage suggestions for the improvement of safety standards and procedures, in line with the requirements of the Health and Safety (Consultation with Employees) Regulations 1996.

All members of staff shall be consulted with respect to changes in working practices etc. in as far as such changes may affect their health and safety, and their input shall be required when carrying out any risk assessments related to their tasks or duties.

Violence

Staff are instructed not to put themselves at risk from violence, in any situation that may arise at work. Violence, regardless of the form it takes, is to be reported immediately to the Council and will result in a full investigation by the Council. Violence at work resulting in major injury or three-day injury is reportable to the HSE or local Authority under RIDDOR'95.

Drugs and Alcohol

The consumption of illegal drugs and alcohol is not permitted on Council premises. Any member of staff thought to be under the influence of the above will be subject to the Council disciplinary procedure following a full investigation. Staff must also notify their Chairman in confidence, if

they have been prescribed medication that could have an adverse effect on their ability to safely drive or operate work equipment.

Occupational stress

The Council recognise that work related stress has a detrimental effect not only to the individual but also to the operation of the Council as a whole. The Council shall strive to achieve the distribution of a balanced workload, on an individual basis so as to reach optimum, in terms of output without incurring detrimental effects on the individual. Regular personal development meetings shall be arranged on a one-to one basis to discuss and identify work or personal issues before they become problematic or detrimental to health.

Noise at work

The Control of Noise at Work Regulations 2005 set out legal duties to prevent damage to hearing and imposes exposure action values to protect persons against the risk of exposure noise at work. These levels are:

Lower exposure action value

- a) a daily or weekly personal noise exposure of 80dB(A)
- b) peak sound pressure of 135dB(A)

Upper exposure action value

- a) daily or weekly personal noise exposure of 85dB(A)
- b) a peak sound pressure of 137dB(A)

Peak sound pressure means the maximum sound pressure to which an employee is exposed, ascertained in accordance with the Regulations.

An assessment of exposure to noise will be required whenever the lower action level is likely to be exceeded. As a rough guide, assessment will usually be needed whenever persons have difficulty in being heard clearly when someone is speaking in a normal voice from about two metres away.

In all such cases an assessment shall be made, and the necessary precautions identified and implemented. In situations where more detailed assessment and accurate measurements of sound levels are required then assistance will be sought from external specialists as appropriate.

Hearing protection will be made available on request when the first action level is reached. Once the second action level is exceeded, measures will be taken to reduce the noise levels as far as is reasonably practicable. If noise levels cannot be reduced by other reasonably practicable means then notices will be posted and a compulsory hearing protection zone established. All operatives required to enter such a zone will be issued with suitable hearing protection and its wearing enforced.

Where works may lead to unavoidable, excessive noise levels which may represent an environmental hazard or are likely to affect persons not connected with the work, such as a

client's employees, then, wherever reasonably practicable, work will be programmed so that the least disturbance or numbers of persons will be affected.

Asbestos

The Council shall strive to identify all asbestos containing materials (ACM) within the buildings under their control.

Any asbestos containing materials identified in a survey shall either be:

- a) removed, or encapsulated if in poor condition by a competent, licensed sub-contractor
- b) managed and maintained in-situ.

Where refurbishment and maintenance works are required in areas identified as containing asbestos or ACMs the contractors shall be notified in writing.

Safe working methods, in the form of risk assessments/method statements shall be obtained from the contractor prior to work commencing. All works shall be subject to a permit-to-work system.

All asbestos containing materials left in-situ shall be regularly inspected and managed to ensure safety.

All staff shall be notified of presence and whereabouts of asbestos containing materials.

Smoking

In accordance with the law, which came into effect in July 2007 it is the policy of Stanton under Bardon Parish Council that all workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This policy applies to all employees, consultants, contractors, customers or members of the public and visitors. Adopted on 18.06.2020 ref No Cou/034/20-21/vi 15

Vibration at Work

The Control of Vibration at Work Regulations 2005 set out daily maximum exposures to the effects of vibration. The Council shall assess potential exposure from work equipment and where practicable, reduce daily employee exposure below the action value set at 2.5m/s² and certainly below the employee daily action limit set at 5 m/s². Where employees are potentially at risk the Council shall ensure that regular health surveillance will be undertaken.

The Council shall ensure that when purchasing new equipment, the policy shall be to purchase equipment with the lowest vibration and noise emissions.

Work at height

It is recognised that working at height is an unavoidable, necessary part of work activity. All reasonably practicable steps will be taken, both at design and operational level to avoid, where possible the need to work at height. Where unavoidable, then as far as reasonably practicable, appropriate fixed or temporary work platforms will be used.

In all other cases, the tasks will be assessed to determine the most suitable working methods and equipment to be used. General fall prevention measures will be installed in preference to individual protection wherever possible.

It is the policy of the Council that work only be carried out directly from a ladder where other more suitable access equipment cannot be used or justified due to the nature of the task.

REGULATORY BODY AND SAFETY ADVISERS

The local inspector and enforcement officer can be contacted at:

Hinckley and Bosworth Borough Council
Environmental Health Services, Council Offices
Rugby Road, Hinckley
LE10 0FR
Tel: **01455 238141**

HSE –
Incident Control Centre

Tel : **0300 003 1647**

Online Form: <https://www.hse.gov.uk/contact/contact.htm>