



## **Lapley, Stretton and Wheaton Aston Parish Council**

### **Health and Safety Policy**

Adopted by at a Meeting held on 2<sup>nd</sup> December 2010

Reviewed 2<sup>nd</sup> February 2012, 14<sup>th</sup> February 2013

& 14<sup>th</sup> May 2015

October 2017

September 2018

September 2020

## 1. GENERAL STATEMENT OF POLICY

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.3 The policy will be kept up to date, particularly as the Parish Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Parish Council. Although risk assessment is a continuing process, it shall form part of the Council's annual review.
- 1.4 The Council adhere to GDPR regulations

## 2. RESPONSIBILITIES

- 2.1 Overall and final responsibility for health and safety in the Parish Council and for compliance with the Health and Safety at Work etc. Act and Regulations\* made under the Act and the Occupiers Liability Act is that of Lapley, Stretton & Wheaton Aston Parish Council. The Parish Council Clerk is responsible for this policy being carried out at all the Parish Council's premises and any appointed locum proper officer or in their absence, the Chairman will be responsible as his/her deputy.
- 2.2 The following supervisors are responsible for safety in particular areas:

### Supervisor

	<b>Area</b>
Parish Council Clerk	Parish Council Office
Parish Council Clerk	Marston Road Field
Parish Council Clerk	Primrose Bank Play Area
Parish Council Clerk	Land at Badgers End
Parish Council Clerk	Leeke Way
Parish Council Clerk	Lapley Village Green
Parish Council Clerk	Meetings and events at external locations
Parish Council Clerk	Broadholes Lane Play Area

Where relevant the Village Orderly is to conduct inspections and inform the Parish Council Clerk of any issues immediately.

- 2.3 All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.4 Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.
- 2.5 Consultation between management and employees is provided by immediate day to day discussion with the Parish Council Clerk.

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\* See Note on Page 4

2.6 The Accident Record Book is kept in the Parish Council Office.

### **3. FIRST AID**

3.1 A First Aid box is located at the Parish Council Office.

3.2 A First Aid box is taken to all meetings and events at external locations.

3.3 The Parish Council Clerk is responsible for all First Aid boxes.

3.4 Emergency contact numbers are displayed at all outdoor play areas

3.5 Employees who are lone workers and work from home must have access to First Aid within their own homes

### **4. FIRE SAFETY**

4.1 Fire extinguishers shall be visually inspected monthly in the Parish Council Office by the Office owners (South Staffordshire District Council)

4.2

4.3 Fire exits shall be kept free from obstructions.

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

### **5. TRAINING**

5.1 The Parish Council Clerk has overall responsibility for training with guidance from HR at SSC.

### **6. GENERAL ADVICE**

6.1 General advice to all employees is attached as Annex 4.

6.2 General advice to all volunteers is attached as Annex 6.

### **7. SPECIFIC POLICIES**

7.1 Policies for particular premises and activities are attached as Annexes as follows:-

1.1.1. Offices.

1.1.2. Caretaking, Litter Picking and Cleaning.

1.1.3. Lifting and Handling.

### **8. EMPLOYMENT OF CONTRACTORS**

8.1 The notes to be given to contractors are attached at Annex 5.

## **9. REPORTING AND RECORDING ACCIDENTS**

9.1 Accidents shall be reported to the Parish Council Clerk who will record them in the Accidents Record Book.

## **10. SMOKING**

10.1 Smoking is not allowed in the Parish Council Office or in any vehicles being used for Parish Council business.

### NOTE

Electricity at Work Regulations 1989  
The Management of Health & Safety At Work Regulations 1992  
Manual Handling Operations Regulations 1992  
The Personal Protective Equipment At Work Regulations 1992  
The Health & Safety (Display Screen Equipment) Regulations 1992  
The Provision and Use of Work Equipment Regulations 1992  
The Workplace (Health, Safety & Welfare) Regulations 1992  
The Control of Substances Hazardous to Health (COSHH) Regulations 1994  
The Fire Precautions (Workplace) Regulations 1997  
The Health & Safety (Young Persons) Regulations 1997

Highly Infectious Disease Policy

Signed: \_\_\_\_\_ Chairman

Date: \_\_\_\_\_

## **ANNEX 1 – OFFICES**

### **1) HEATING, LIGHTING AND VENTILATION**

- a) Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained between 60.8 degrees F and 68 degrees F throughout the working day.
- b) Free standing heaters must not be used unless specifically authorised. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials, and be sited away from desks and chairs.
- c) Office lighting. Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

### **2) ELECTRICAL EQUIPMENT**

- a) All electrical equipment shall be inspected in accordance with the 1989 Regulations.
- b) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- c) 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plus fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, typewriter: 3 amp fuse; 2-bar heater, kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- d) Only electrical equipment provided by the Parish Council, unless specifically authorised, should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use, and plug tops removed from sockets overnight and at weekends, except for the telephone/fax/answer machine.
- e) Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.
- f) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

### **3) FURNITURE, FITTINGS AND EQUIPMENT**

- a) All heavy equipment and storage units should preferably be placed against the wall across several floor joists.
- b) Heavy equipment and furniture must not be moved by individuals.
- c) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- d) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected

at least every six months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.

- e) High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.

#### 4) FIRE PRECAUTIONS

- a) All staff must be fully conversant with the "Fire Alert" system displayed in the offices.
- b) Exit corridors, landings and stair cases must be kept clear at all times.
- c) Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
- d) Waste paper bins must be of metal construction and be emptied each day.

## **ANNEX 2 - CARETAKING, LITTER PICKING AND CLEANING**

- 1) It is essential that care is exercised to follow all labelled instructions on containers and packages. Products should be stored away from extreme low temperatures, heat sources and naked lights, particularly those products containing hydrocarbon and other flammable solvents.
  - 2) Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances.
  - 3) Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.
  - 4) Consideration must be given to the possibility of hazardous by-products that may arise from reaction between various products, or from products exposed to heat or fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleansers (e.g. Harpic) or other acidic substances.
  - 5) Step-ladders which are used to gain access to heights must be in good condition and free from defects.
  - 6) All electrical cleaning equipment must have been wired up by a competent person. Any deterioration in electrical connections or wiring should be reported immediately.
  - 7) Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.
  - 8) YOU SHOULD REPORT:
    - a) Structural faults which appear dangerous.
    - b) Floor coverings, etc. which cause a tripping hazard.
    - c) Faulty gas, electric, paraffin fixtures, fittings and equipment.
    - d) All accidents, however small, should be reported.
- YOU SHOULD NOT:
- e) Attempt to repair gas, electric, paraffin fixtures, fittings or equipment, unless competent to do so.
  - f) Attempt to move obviously heavy furniture alone.
- YOU SHOULD:
- g) In the event of your having to stand on something to reach windows, etc. do ensure the object on which you will stand is solid and reliable.
  - h) Dispose of aerosol cans in the recommended way.
  - i) Dispose of soiled materials in sealed bags.

## ANNEX 3 - LIFTING AND HANDLING

1) The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused through "handling goods" than any other single action. Manual lifting is included in this and an incorrect technique can cause:

Hernia (or rupture), torn back muscles, "slipped disc", cuts, bruises, crush injuries to fingers, hands and forearms, crush injuries to toes, cuts and bruises to the legs and feet.

2) The following basic rules are produced to help reduce these accidents:

i) Never attempt to lift anything beyond your capacity. If in doubt get a second person or others to help.

ii) If mechanical aids are provided, use them.

iii) If an object is to be lifted manually:-

b) Bend the knees and crouch to the object.

c) Get a firm grip using the whole hand and not the finger tips.

d) Keep the back straight.

e) Tuck the chin in.

f) Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.

g) Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.

h) Avoid pinching fingers when releasing object.

i) When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated.

j) Protect your toes with safety footwear.

k) Wear protective gloves when handling objects with sharp or jagged edges.



### **3) ANNEX 4 - GENERAL ADVICE TO ALL EMPLOYEES**

#### **1. TIDINESS**

Keep floors, passages etc. clear of stores, packages and litter.

Put waste paper in the bin.

Do not throw broken glass, razor blades or other dangerous items loose in the waste bin.

Dispose of these with care and ask for advice from your Line Manager if in doubt.

#### **2. FALLS AND COLLISIONS**

Walk, do not run. Look where you are going.

Use care in opening doors outward.

Take care on stairs and use the handrail.

Mop up spills of liquid, do not leave it to someone else.

Do not climb on chairs, desks, window sills to reach shelves or to open windows.

Use a step-ladder and window poles etc.

#### **3. FIRE PRECAUTIONS**

##### **READ AND UNDERSTAND FIRE PRECAUTION NOTICES**

Ensure that you know the lay-out of the fire exits and emergency routes. Report or remove where possible any obstruction of fire exits and passages. Keep cloths and towels away from heaters and convectors etc.

Do not stand close to an electric fire, if use permitted, nor stand them near to anything that will bum.

#### **4. HORSEPLAY**

Avoid horseplay, sky larking, practical jokes, it can be dangerous.

##### **ADVERSE WEATHER**

Be informed of adverse weather conditions and undertake your role when you have assessed and deemed it to be safe

## **ANNEX 5 - NOTICE TO CONTRACTORS**

Lapley, Stretton & Wheaton Aston Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work on behalf of Lapley, Stretton and Wheaton Aston Parish Council and/or on Parish Council Premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Parish Council shall be deemed to have agreed to comply with the following requirements:-

1. As a contractor, you will supply and ensure that you and your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
2. You and your employees will ensure that all equipment, plant machinery and apparatus used are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
4. The Parish Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Parish Council will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Parish Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Parish Council's representative to order such a stoppage.
6. The Parish Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Parish Council premises involving you or your employees.
7. The Parish Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

## **ANNEX 6 - NOTICE TO VOLUNTEERS**

For Lapley, Stretton & Wheaton Aston Parish Council to comply with Health and Safety Legislation, all volunteers are to be made aware of the expected requirements related to health and safety.

2. As a volunteer, you should wear and use any protective equipment or clothing that is provided to you in the interest of health, safety or welfare of yourself, other volunteers and members of the public.
3. The Parish Council will provide you with any equipment necessary to carry out your role. If you use any tools or equipment other than those provided by Parish Council, you do so at your own risk.
4. Be informed of adverse weather conditions and undertake your role when you have assessed and deemed it to be safe.