

EDINGALE PARISH COUNCIL

HEALTH AND SAFETY POLICY

(adopted 05/08/13)

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 our employees, and to provide such information, instruction, training and supervision as they need for this purpose.

1.2 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 Council's activities change. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Council. Although risk assessment is a continuing process, it shall form part of the Council's annual review.

1.4 It shall be the duty of every employee while at work to take reasonable care of the health and safety of themselves and of other persons who may be affected by their acts or omissions.

2. RESPONSIBILITIES

2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of the Parish Council. The Clerk is responsible for this policy being carried out at the Council's premises.

2.2 The Clerk is responsible for ensuring that contractors comply with this policy.

2.3 The Clerk has overall responsibility for training.

3. REPORTING AND RECORDING ACCIDENTS

3.1 Accidents shall be reported to the Clerk who will record them in the Accident Record Book.

3.2 First Aid equipment is located at the Council's office. The Accident Book is kept there.

4. POLICY FOR OFFICES

4.1 FIRE SAFETY

The fire alarm shall be tested monthly by the Clerk. Fire exits and staircases shall be kept free from obstructions. Flammable materials must not be stored in the office.

4.2 HEATING, LIGHTING AND VENTILATION

- a) Temperature must reach a minimum of 16 degrees C after the first hour of working time and be maintained between 16 degrees C and 20 degrees C throughout the working day.
- b) Free standing heaters must comply fully with Fire Regulations and the area around them must be kept clear of paper or other flammable materials, and be sited away from desks and chairs.
- c) 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.

4.3 ELECTRICAL EQUIPMENT

- a) All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635).
- 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.
- d) 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.
- 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.

4.4 FURNITURE, FITTINGS AND EQUIPMENT

- a) Heavy equipment and furniture must not be moved by individuals. Staff must avoid the need for manual handling as far as reasonably practical.
- b) 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. These should be inspected at least every six months to ensure correct loading and smoothness of operation. Damaged or defective cabinets must not be used.
- c) High shelves should only be reached through the use of steps. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.
- d) Computer equipment, desk and seating must be used in accordance with advice on the avoidance of back problems, repetitive strain injury and eye strain.

POLICY FOR GROUNDS MAINTENANCE

EMPLOYMENT OF CONTRACTORS (To be given to contractors)

1. Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment, may do so.

2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.

3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.

4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.

5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.

6. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.

7. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.

8. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.

9. Ladders, stepladders and scaffolding must be in good condition and free from defects and securely positioned at all times when in use.

10. Pathways on Council owned premises shall be inspected annually.

11. As the Council must take reasonable steps to ensure that contractors are competent to undertake the work, contractors must before commencing work send to the Clerk copies of their Health and Safety Policy, Risk Assessment and/or Method Statement as appropriate.

12. Contractors must also provide a copy of their Public Liability Insurance.

12. Contractors must confirm that all equipment used is maintained and inspected regularly.

13. Contractors must take reasonable measures to ensure that the public are not exposed to any risks to their health and safety.