

FARLAM PARISH COUNCIL

HEALTH & SAFETY POLICY

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 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 Council. Although risk assessment is a continuing process, it shall be part of the annual review.

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 Irthington Parish Council. The Clerk is responsible for this policy being carried out at all the Council's premises.
- 2.2 All employees have the responsibility to co-operate with the Clerk and Councillors to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.3 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.
- 2.4 Consultation between management and employees is provided by immediate day to day discussion with the Clerk.
- 2.5 The Accident Record Book is kept with the Clerk.

3. FIRST AID

- 3.1 First Aid boxes are located as follows:

Box 1: Parish Council Office

- 3.2 Appointed persons responsible for boxes are:

The Clerk

4. FIRE SAFETY

- 4.1 The responsibility for maintenance of fire extinguishers at the parish council office lies with Brampton Rural Housing Society.

5. TRAINING

- 5.1 The Clerk has overall responsibility for training.

6. GENERAL ADVICE

6.1 General advice to all employees is attached as Annex 2.

7. SPECIFIC POLICIES

7.1 Policies for particular premises and activities are attached as Appendixes:

1. Lifting and Handling.
2. General Advice to Employees.
3. Notice to Contractors.

8. EMPLOYMENT OF CONTRACTORS

8.1 The notes to be given to contractors are attached at Appendix 3.

9. REPORTING AND RECORDING ACCIDENTS

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

10. SMOKING

10.1 Smoking is not allowed in the Parish Council Office.

11. TRAINING

11.1 The Parish Council has overall responsibility for training.

11.2 Employees will be provided with specialist training relating to their duties.

11.3 Training records are kept by the Clerk in staff records.

11.4 Training will be identified and monitored by the Parish Council. The Clerk will arrange any necessary training.

11. MONITORING

12.1 The Clerk is responsible for investigating any accidents and reporting them to the Parish Council.

12.2 The Clerk is responsible for investigating work-related causes of sickness absences and reporting them to the Parish Council.

12.3 The Parish Council is responsible for acting on investigation findings to prevent a recurrence and reviewing the relevant risk assessment(s).

Approved and Adopted at the Parish Council meeting held on.....

NOTE

Electricity at Work Regulations 1989
The Management of Health & Safety At Work Regulations 1999
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 1998
The Workplace (Health, Safety & Welfare) Regulations 1992
The Control of Substances Hazardous to Health (COSHH) Regulations 2002
The Fire Precautions (Workplace) Regulations 1997, as amended 1999
The Health & Safety (Young Persons) Regulations 1997

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:

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

If mechanical aids are provided, use them.

If an object is to be lifted manually:

- a) Bend the knees and crouch to the object.
- b) Get a firm grip using the whole hand and not the finger tips.
- c) Keep the back straight.
- d) Tuck the chin in.
- e) Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.
- f) Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
- g) Avoid pinching fingers when releasing object.
- h) When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated.
- i) Protect your toes with safety footwear.
- j) Wear protective gloves when handling objects with sharp or jagged edges.

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 Supervisor 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, window sills to reach shelves or to open windows.
Use a step-ladder.

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 burn.

4. HORSEPLAY

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

NOTICE TO CONTRACTORS

For Farlam Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work 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 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 brought onto or used on the Parish Council premises 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 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.