



Springfield Parish Council Health and Safety Policy

Springfield Parish Centre,
St Augustine's Way,
Chelmsford, Essex. CM16GX
Tel: 01245 466313

Parish Policy on Health, Safety and Welfare at Work in
accordance with Section 2 (3) of the
Health and Safety at Work (etc.) Act 1974

V 8 - Nov 2018
Reviewed Nov 2019
Reviewed Sept 2020
Reviewed Sept 2021
v.9 Nov 2021
Reviewed Jan 2023
v.10 Jan 2023

Next Review Sept 2023

Page	Contents
2	Index
3	General Policy Statement
4	History
4	Issue Control
4	Document Control
5	Springfield Parish Council Organisation Chart
6-9	Organisation and Responsibilities
6-7	Parish Chairman
7-8	Clerk to the Parish Council
8	Line Managers
8-9	Employees
9	Sub Contractors
9-10	Arrangements
9-10	Monitoring and Review of Company Policy
10	Staff Consultation
10	Health and safety Training
11	Risk and COSHH Assessment
11-12	Asbestos
12	Fire and Emergency Safety
12	Council Premises
12	Visitors, General Public and Third Parties
12-13	Work at Height Regulations
12-13	Ladder Safety
13	Step Ladders
13	First Aid
13-14	Hazard and Accident Reporting
14	Management of Health and Safety
14-15	Safety of Work Equipment
15	Manual Handling
15	Workplace Conditions
15-16	Personal Protective Equipment (PPE)
16	Display Screen Equipment
16	Maintenance and Inspection of Plant
16	New Plant, Introduction and Maintenance
17	Electricity at Work
17	Power Tools
17-18	Welfare
18-19	Discipline
18-19	Procedures for New Employees
19-20	Environmental Statement/Procedure



GENERAL POLICY STATEMENT

It is the aim of Springfield Parish Council, to safeguard, so far as is reasonably practicable, the health, safety and welfare of all its employees, visitors and contractors who may be affected by its activities.

The Parish Councillors will ensure that financial provision will be made to implement the Policy. The Parish Council recognises and accepts its responsibilities under health and safety law and will comply as a minimum with all legislation relevant to our activities paying particular attention to the provision and maintenance of: -

- a) Plant, equipment and systems of work that are safe;
- b) Safe arrangements for the use, handling, storage and transport of persons, articles and substances.
- c) A safe place of work with safe access to and egress from. The Clerk to the Council, Premises & Facilities Manager will; from time to time make checks to ensure that the staff are working safely in compliance with this policy. Regular inspections of the workplace will also be carried out.
- d) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work. The Clerk to the Council will ensure that employees are adequately informed, instructed, trained and supervised.
- e) A healthy working environment.
- f) Facilities for welfare at work.

The Clerk to the Parish Council has been charged with the responsibility for the day-to-day management of safety on Parish Council premises, this responsibility may be delegated to another officer. The allocation of responsibility for safety matters and the specific arrangements made to implement the policy are set out in the organisation and responsibilities section of this Safety policy document. Although the policy will be reviewed whenever necessary to take account of any changes in the formation of the council, a formal, in-depth review will take place once a year from the date of this statement and annually thereafter.

The application of an effective Safety Policy involves the active participation of all employees and the gathering together of all available expertise. The co-operation of all personnel is requested to ensure the successful application of this policy. Compliance with the policy is also required from contractors employed to carry out work on the company's behalf.

A copy of this statement, together with a full copy of the Safety policy and the Employee Procedures, is issued to all employees on appointment and will be available for further reference at all times. It will be discussed with them and is a subject of induction training.

Signed :

Cllr(please print name)
Chairman Springfield Parish Council

Date:.....

History

Change number	Reason	Date
1 - 4	Issue of revised policies	
4	New	09-09-13
5	New Manager	03-06-13
6	Issue of reviewed/revised policy	25/07/15
7	Reviewed	23/05/17
8	Issue of reviewed/revised policy	24/07/18
9	Update 1 st Aiders & policy statement signing	11.11.19
10	Policy statement signing	21.09.20
11	Policy statement signing	29.11.21

Issue control

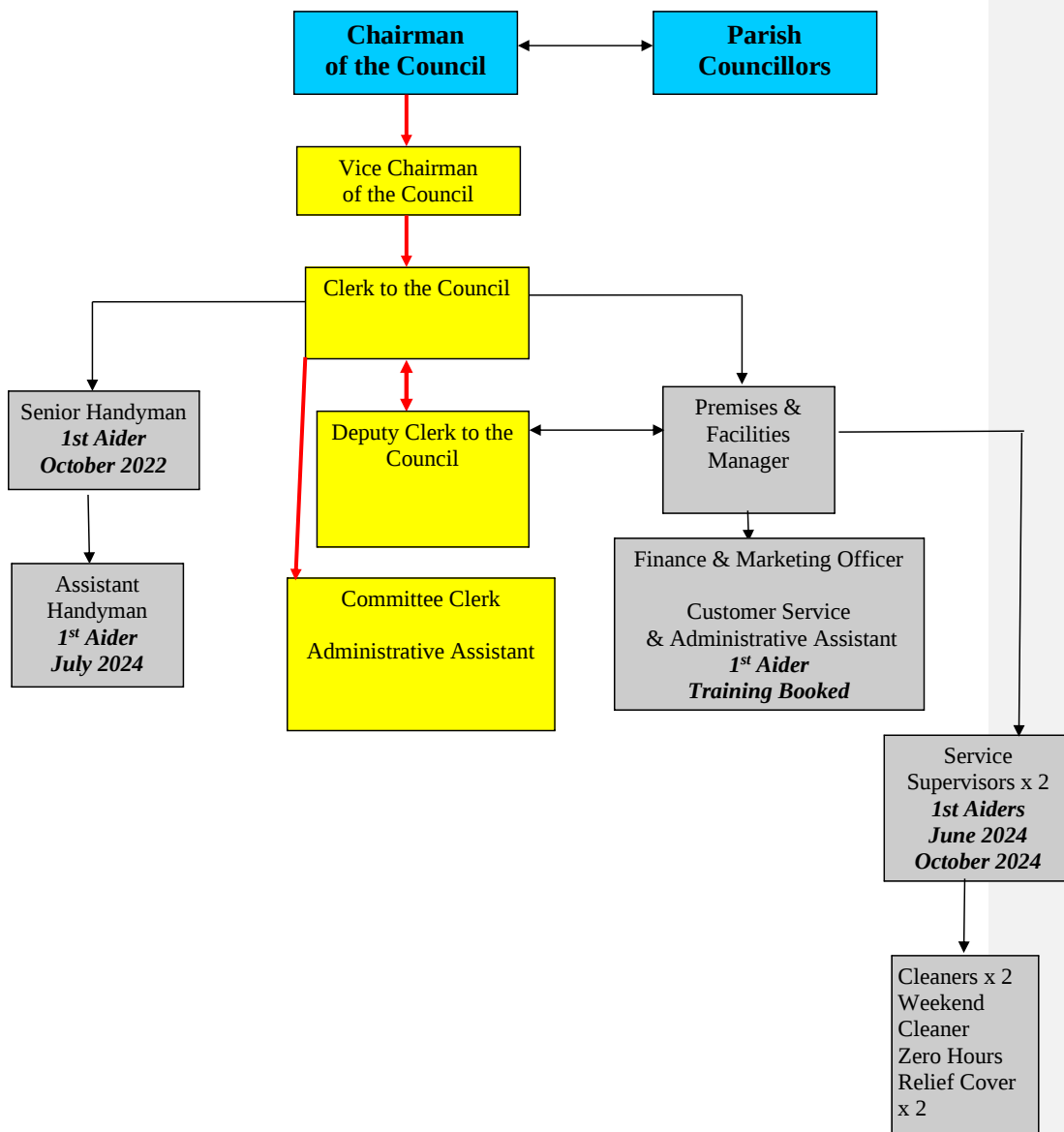
Available from the Clerk to the parish council, to all users

Documentation control

This policy is issued, controlled and amended by the Clerk to the parish council, via the Policy and Finance Committee and the Premises committee.

It is the responsibility of the personnel management to whom this document is distributed, to ensure that personnel under their control are aware of the existence and contents of this manual and the Employee Procedures Manual and of changes thereto.

Springfield Parish Council Organisation Chart



Organisation and Responsibilities

Parish Chairman

The Parish Chairman is ultimately responsible for putting into practice, either directly or through delegation to the Clerk to the Council, all aspects of the Parish Council Safety Policy. The Chairman is responsible for the provision of finance (along with the Parish Councillors) for making available sufficient funds to implement this Policy. In addition, the Clerk will supervise the issue and availability of copies of the following: -

Employers Certificate of Insurance
Statutory Regulations.
All Safety Notices.
Names of First Aiders and where applicable, their location.
A poster giving information about health and safety law for employees.

As Director of Health and Safety the Chairman has specific responsibilities for the following: -

Compliance with Health and Safety Regulations. Whenever these regulations are in force, the Council has responsibilities as a duty holder and the procedures outlined in the arrangements section will be followed. The Chairman will also ensure that Health and Safety plans are followed particularly those relating to COSHH, Risk Assessments and Safety Method Statements.

The Chairman and the Council will allocate responsibilities for health and safety to suitably qualified individuals and set standards and objectives, identifying hazards, assessing risks and developing a positive safety culture. The Council will endeavour to set an example to members of staff. They will ensure compliance with all relevant statutory requirements whenever they apply and make sure the Council has employee liability insurance and that the in-date certificate is displayed.

Co-operate and liaise with clients, visiting Safety officers, the Health and Safety Executive and any Safety Advisor. (These duties may be delegated) Making available, any information necessary for statutory documents or registers.

Allocation of individual responsibilities to supervisors and sub-contractors so as to establish clear on-site levels of authority and ensure that all safety arrangements are co-coordinated.

The selection, appointment, briefing and monitoring of all sub-contractors whenever they are assigned to contracts. They will be required in each case to comply with the Safety Policy and all safety plans that may be written.

Regular and systematic inspections of the Council's premises and work sites to ensure that the Safety Policy is known and understood by all personnel and is fully implemented. At the same time, they will check that all practices and procedures are updated, as circumstances require.

All employees will have access to and will be made aware of; site safety rules, the Council's site-specific safety policy and the systems and procedures for identifying hazards.

The investigation and assessment of any potential hazards and special risks that might develop on site or Council premises.

The control and assessment of hazardous substances in the workplace.

The identification and issue of any personal protective equipment necessary.

Ensuring that all accidents and dangerous occurrences (including near misses) are investigated and reported and that suitable measures are taken to prevent reoccurrence.

In general terms the Health and Safety at Work (etc) Act 1974 requires all employers to have regard to the following matters as a duty to their workforce:

- *The provision and maintenance of safe plant and systems of work that are, so far as is reasonably practicable are fit for their intended use, safe and without risks to health.*
- *Arrangements for ensuring, so far as is reasonably practicable, the safety and absence of risks to health in connection with the use, handling, transporting and storage of articles and substances.*
- *The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of any employee or sub contractor.*
- *So far as is reasonably practicable as regards to any place of work under the employers control, maintain the workplace in a condition that is safe and without risks to health including the provision of access and egress routes from the workplace that are safe and without risks.*
- *The provision and maintenance of a working environment for employees and others engaged on the premises that is, so far as is reasonably practicable, safe, without risks to health and adequate as regards the provision of welfare facilities at work in accordance with the Construction (Design and Management) Regulations 2015 and the Workplace (Health Safety & Welfare) Regulations 1992.*
- *The collation of all relevant information as far as is practicable from all suppliers of materials used by the company and to make this information available to anyone with a legitimate need for it.*
- *Provide procedures for the prevention of Harmful emissions or contaminants relating to prescribed operations into the atmosphere.*
- *So far as is reasonably practicable ensure that no job applicant or employee or sub contractor receives less favorable treatment on the grounds of race, colour, nationality, sex, marital status, ethnic or national origins, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Individuals will be selected, promoted and treated on the basis of their relevant merits and abilities*

Clerk to the Parish Council (The Clerk may opt to delegate the work)

The maintenance of investigating and reporting procedures in order that a complete picture of the Council's health and safety situation can be constantly monitored, and precautionary measures instigated to eliminate hazards and risks.

The maintenance of the accident book, and the recording of all accident information.

Keeping abreast of current health and safety legislation as it may affect the Council's operations, by subscription to the HSE Newsletter and to other trade magazines.

Communication with clients to learn of any situations likely to cause risk to the workforce and the subsequent provision of written instructions for situations not covered by this policy.

Ensuring First Aiders are trained, that a qualified person is available to cover any absentee and that a fully stocked first aid box is maintained on Council premises.

Supervising welfare facilities on Council premises.

The maintenance of records detailing all training given and received by employees together with complete, up-to-date and accurate personnel records for all the staff employed.

The inspection and testing regime for fixed electrics and all portable electrical equipment and the maintenance of records indicating the status of each piece of equipment.

Line Managers

Line Managers are responsible for the activities of all Employees on site, ensuring that they are familiar with the Council's Safety Policy and comply with all its provisions.

In terms of health and safety they are responsible for putting into practice at site level all the relevant provisions of the Council's Safety Policy.

They should make sure the Policy is known and understood and they should check adherence to laid down procedures and Codes of Practice, recommending updating and amendment whenever necessary.

They must ensure that all necessary Risk and COSHH Assessments have been carried out and that safe working practices are being followed.

They must see that appropriate personal protective equipment is issued and that it is correctly used.

Good communications with the Clerk to the Parish Council must be maintained and the Line Managers must recommend any changes to training or procedures they consider would improve the health and safety of the work force.

Employees

All employees have a responsibility to co-operate with Management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Specifically, Section 7 of the Health & Safety at Work Act 1974 requires that: -
Employees must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. They must also co-operate with their employer so far, as is necessary to enable the employer to comply with his duties under the act.

Section 8 states that it is an offence for anyone to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

The council will ensure that all employees are aware of the contents of the Safety Policy including the General Policy Statement and The Employee Procedures. Further information relating to health, safety and welfare will be furnished to employees by means of notices or leaflets in the form approved and published by the Health and Safety Executive.

Therefore the council will expect all employees to: -
Closely follow Codes of Practice and safe standards of workmanship appropriate to each trade or skill.
Comply with the laid down Safety Policy and to develop a personal concern for safety for themselves and others.

Familiarise themselves with the first aid and hygiene facilities, accident reporting procedures and other procedures as laid down.

Be aware of any hazard or potential hazard pertaining to their work.

Use the correct tools and equipment for the job, avoiding improvisation.

Use, at all appropriate times, safety equipment and protective clothing provided.

Promptly report defects or omissions and hazards

Furthermore, employees are encouraged to bring any matters of concern to the attention of the Clerk to the Parish Council through the appointed managers.

The council is continually seeking ways of improving the standards of safety in site operations and would like to hear of any idea or suggestions to achieve this end. Personnel are invited to contact the Clerk to the Parish Council either in person or by writing. Both will be in the strictest confidence.

Sub Contractors

The majority are appointed via Council committee meetings, by the Clerk to the Parish Council or appropriate line manager. They are chosen based on experience and qualification. Copies of Insurance, working practices, method statements and qualifications are checked and references (where possible) required prior to any sub contractor starting.

Arrangements

Monitoring and review of the Council Policy

All employees and sub-contractors are expected to bring to the attention of their immediate supervisor any areas where the council policy on Health, Safety and Welfare appears to be inadequate. The comments raised will be brought to the attention of the Clerk to the Parish Council for consideration, subject to incorporation into or revision of this policy.

The appointed person/s will carry out regular visits of sites and report back to the Clerk to the Parish Council on any failings in this policy along with any unforeseen hazards, or breaches of legislation observed at the visit. The Chairman, who has overall responsibility for safety will consider the reports and deliberate whether they need to be revised and incorporated into this policy.

All reports relating to site visits highlighting unforeseen hazards, unsafe working practices or breaches of legislation, comments suggested by employees, accident reports or near misses will be documented and reviewed at the time of revising this policy, any areas requiring improvements or changes highlighted by these reports will receive consideration subject to incorporation into or revision of this policy.

To keep this policy and procedural details up to date with legislation, regulations or approved codes of practice the appointed person will consult with the Clerk to the Parish Council and any external consultants as appropriate annually to ensure that the Policy for Health, Safety and Welfare remains up to date and in accordance with current legislation or changes thereof.

The council will make any amendments to this policy on an annual basis, this being September of every year, unless legislation dictates otherwise or a significant change needs to be made to ensure the safety, health and welfare of anyone owed a duty of care by Springfield Parish Council under the Health and Safety at Work (etc.) Act 1974.

The Clerk to the Parish Council will ensure that the Council's Safety Policy and the Employee Procedures are reviewed as often as is appropriate, but at least on an annual basis. Reviews may be occasioned by a change in the nature of the work, or if new methods, substances or equipment are introduced. Also, if new personnel are appointed, changes in responsibility occur or new legislation is introduced.

Employees are encouraged to bring to the attention of their immediate Line Managers areas, in their opinion, the Policy seems inadequate. All such comments will be given every consideration.

Staff Consultation

This ensures the right of employees and any other persons affected by our operations to escalate concerns or suggestions directly to the Parish Clerk. Also, the requirement for the Council to consult with employees should there be any major changes to working practices or the introduction of new plant or machinery that may affect the current risk assessments. Regular staff meetings are held where any issues can be tabled and fully discussed. Also, informal communication takes place on a daily basis.

Health and Safety Training

The Law requires health and safety training in the workplace, as shown in both the Health and Safety at Work (etc.) Act 1974 and in the Management of Health and Safety at Work Regulations 1999 (as amended 2006).

It is the responsibility of the Parish Chairman, through committees, to ensure that all employees are fully trained to understand and carry out the duties allotted to them with particular emphasis on health and safety.

Their responsibilities include:

- a) Identification of training needs
- b) Implementation of identified training
- c) Ensuring that the correct training is provided

Qualifications appropriate to the job are required in all situations before employment; nevertheless, training is an integral part of the Council Safety Policy and is an ongoing feature of that employment.

In the first week of joining the Council, new employees will receive Induction Training that will make them aware of their statutory duties and responsibilities with regard to health and safety at work. They will be instructed in emergency procedures and be made familiar with the Council's Safety Policy and the Employee Procedures and how they affect them in the work place.

The Clerk to the Parish Council and other managers will also receive training to increase knowledge of their legal and other duties and the means of complying with them.

As new situations occur, new technology becomes available or new skills are required, then appropriate training and instruction will be given. New contracts on new sites will involve site induction training and new situations may also require further COSHH and risk assessments that in turn will give rise to new training needs. The Clerk to the Parish Council will maintain records of all training.

Risk and COSHH Assessment

Risk Assessments are generally required under the Management of Health and Safety at Work Regulations 1999 (as amended 2006) and COSHH Assessments under the Control of Substances Hazardous to Health Regulations 2002 (as amended 2004). An essential element in achieving healthy and safe site conditions is an early examination of the hazards and risks involved in fulfilling a contract. As a Contractor, further responsibilities apply. In all cases, the Clerk to the Parish Council is responsible for initial site visits to carry out assessments of the hazards and risks of the substances

and operations involved. Formal written COSHH assessments will be made together with risk assessments and their attendant safety method statements.

Plans and assessments will be shown to and discussed with all personnel involved and arrangements made for whatever training is deemed necessary. Every effort will be made to avoid or reduce the risks identified and control measures will be regularly monitored. An example of the assessment forms used are to be found on the server/committee/risk/groundfloor risk assessment

The procedure to be adopted for Risk Assessments is broadly as follows:

1. The process or activity is considered.
2. Hazards are identified and avoided if possible.
3. Risks of the remaining hazards are assessed.
4. Risks are graded and Risk Factors established according to severity.
5. Appropriate precautions are taken.
6. Safe systems of work are developed and recorded.
7. The situation is monitored and changes made as required.

The procedures to be adopted for COSHH Assessments is broadly as follows: -

1. Substances are identified and their possible harmful effects are considered.
2. The way they are handled and times of exposure are noted.
3. Possible elimination or substitution is considered.
4. Controls and protection is decided upon.
5. Results are discussed with all personnel concerned and measures agreed upon are put into place.
6. Health and Safety is monitored.

Examples of the format of each of these documents are contained in the documents folders.

All employees are instructed that no hazardous substances are to be used without an assessment having been completed prior to use.

Asbestos

Management of Asbestos in non-domestic properties is required under The Control of Asbestos Regulations 2012

Before work commences on any contract it is essential that all employees be clearly instructed on the action to take upon discovering asbestos in the workplace.

If there is no established presence of the materials the Council will proceed in accordance with the guidelines issued by the HSE. Should asbestos be discovered during the progress of the contract, the following procedure will be adopted: -

1. Work will cease
2. The suspect material will be left undisturbed.
3. The areas will be clearly marked and isolated.
4. The Client will be informed.

Where appropriate; Health surveillance will be made available to all employees.

Fire and Emergency Safety

Council Premises

The Parish Chairman and the Council is responsible for ensuring that all fire precautions are taken, and equipment maintained.

All personnel will be made familiar with the regulations and procedures to be followed in the event of a fire or other emergency. These regulations and procedures will be prominently displayed. A routine evacuation procedure will be developed in case of an emergency and a fire test will be undertaken periodically.

Fire extinguishers will be provided and located in appropriate positions.

Premises will be planned as practicable as possible to avoid dangers associated with trailing electrical cables and all accesses and exits will be kept well lit and clear from stored materials or other obstructions.

Visitors, General Public and Third Parties

The Council has a responsibility not to jeopardise the safety of any persons on site including sub-contractors and their employees, suppliers, representatives, delivery personnel and visitors in general.

Work at Heights Regulations (as amended) 2005

The Work at Heights Regulations 2005 and subsequent revised Approved Codes of Practice came into force on 6th April 2005 with the intention of consolidating previous legislation on working at heights and implement European Council Directive 2001/45/EC concerning the minimum safety requirements for the use of equipment for work at heights (the Temporary Work at Heights Directive)

Ladder Safety

All ladders must be provided and used in accordance with the Construction (Design & Management) Regulations 2015.

The Council will use only ladders constructed in accordance with EN131.

The relevant Manager will arrange for and ensure that the required number and types of ladders are available for use and are in accordance with the above standards taking into account the work to be undertaken.

The means of securing ladders will be checked and planned to meet the requirements of the above information with sufficient materials made available to comply.

Training provided to ladder users will include the hazards associated with using ladders and the precautions to be taken relating to ladders and their use.

Ladders will be used to access work areas only and will not be used to work from unless they are specifically designed to do so. Large or heavy items must not be carried up ladders. Alternative access arrangements for plant tools and materials will be sought wherever practicable.

The provider will check the condition of ladders at regular periods, a record of such inspections will be held in the office for inspection. (Ladder report / register)

Step Ladders

All Step-ladders must be provided and used in accordance with the Construction (Design & Management) Regulations 2015.

.

The Council will use only Stepladders constructed in accordance with EN131.
The relevant Manager will arrange for and ensure that the required number and types of Step ladders are available for use and are in accordance with the above standards taking into account the work to be undertaken.
Training provided to users will include the hazards associated with using Stepladders and the precautions to be taken relating to this equipment and their use.
Methods of use, which could result in damage to a ladder, will not be permitted.
The provider will check the condition of ladders at regular periods, a record of such inspections will be held in the office for inspection. (Ladder report / register)

First Aid

(The Health and Safety (First-Aid) Regulations 1981)

The names and arrangements for First Aiders will be made known on site. Where sub-contractors are involved, they will be advised of the details.

Records will be kept of all cases treated. Each record will include at least the name of the patient, place, time and circumstances of the accident and details of injury suffered and treatment given. The records will be kept in the safe and be readily available.

Comprehensive first aid boxes will be located on Council premises and be maintained by the Service Supervisors.

All vehicles used by Council employees will have a travelling first aid box and it will be the responsibility of the relevant employee to ensure it is adequately stocked, informing the relevant manager when re-stocking is necessary.

First aid boxes will contain only the items that a first Aider has been trained to use. They will not contain medication of any kind. First aid kits may also be provided for particular situations and will be stocked accordingly.

All employees are encouraged to attend a 1 day appointed person First Aid course run by an authorised provider.

Hazard and Accident Reporting

It is a continuing responsibility of employees and management to report all hazards and risks as they occur in the workplace.

All employees will be made aware of the need to report any situation that poses a potential hazard or danger to health so that the necessary steps may be taken to eliminate or reduce the risk.

An accident book will be kept on all sites and employees are instructed to record all accidents in this book. All accidents, whether they result in injury or not, must be reported for recording and notification to the appropriate authority. Reasonable steps can then be taken to prevent a recurrence.

Responsibility for reaction to and the recording of accidents lies on site with the Parish Chairman. The Clerk to the Parish Council or an appointed person will investigate all accidents. Records will be maintained providing easy access so that any trends or significant events can be monitored.

Certain injuries, diseases and occurrences require reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). These will be notified to the local EHO (offices / office based employees) and or HSE (factories /construction sites based employees).

For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident.

These are to be reported as follows with the exception, if you cannot get through to the Incident Contact Centre in the media you choose, you should always then contact your local EHO/HSE offices.

Normally, reporting will be via On-Line or by a phone call followed up by confirmation in writing using forms F2508, F2508A or F2508G (1 or 2) as appropriate.

Postal – HSE, Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS

Telephone – 0845-300-9923 (Mon – Fri, 08.30 – 17.00H Hours)

Fax – 0845-300-9924

Management of Health and Safety

Work activity on council premises and on site will be assessed for risk, as will the environment and conditions under which such work is carried out. The supervisors will make assessments, they will then be recorded and following consultation with the relevant competent people and authorities, appropriate arrangements will be made to put into practice whatever health and safety measures are necessary. Management will be assigned to give information and training in these areas and to take the responsibility for monitoring the risks and providing the health surveillance necessary.

All employees will be reminded of the Council's Health and Safety Policy and procedures and their active co-operation encouraged. During contracts there will be continuing liaison with the client to ensure co-operation in achieving a safe and healthy environment.

Safety of Work Equipment

It is the responsibility of the Council and Line Managers to ensure that all plant and equipment is checked at regular intervals. It is also the responsibility of the operator or user to report any failings immediately. Faulty plant and equipment will be taken out of use and remain so until replaced, repaired or brought back to a satisfactory condition.

Specific attention will be given to such items as the guards of dangerous parts of machinery, warnings and markings and lighting and stability etc.

Employees are reminded that they may use only plant and equipment provided by the Council while at work. Equipment belonging to tenants or other persons must not be borrowed or used.

All portable tools have an individual record on the asset register, which is maintained by appointed staff. The record will show the serial number, date of the last inspection. This information is also recorded on the equipment itself and must be checked before the equipment is used.

Where contracts involve sub-contractors, their responsibilities for complying with these regulations will be made clear and their activities monitored by the appointed Supervisor.

Manual Handling

There are three key steps to be taken in compliance with these regulations. It is the responsibility of the Line Managers to see that they are taken.

1. First, it must be considered whether the load must be moved at all; and if it must, whether it can be moved mechanically,
2. an ergonomic assessment must be made to examine the task,
3. A risk assessment must be carried out and a safety method statement developed. Wherever possible, the risk of injury must be reduced so far as is possible and instruction and training given where necessary.

Workplace Conditions

The Council has the responsibility of making sure that the regulations are complied with in the following broad areas:

Working environment: - including working temperatures, ventilation, lighting, space, seating and work stations.

Safety: - Floors and traffic route surfaces must be checked for slipping/tripping hazards and, doors and gates checked for marking and ease of use.

Facilities: - Toilets, drinking water and washing, eating and changing facilities must be checked for sufficiency and suitability.

Housekeeping: - Inspections of the workplace must be made for cleanliness, tidiness and the removal of waste.

Personal Protective Equipment (PPE)

The Personal Protective Equipment at Work Regulations 1992 state that where risk cannot otherwise be adequately controlled or avoided, then personal protective equipment must be provided free of charge to those exposed to such risks.

The Line Managers will assess the need and will ensure that adequate supplies of the clothing and equipment are maintained and issued as required. They will also ensure that training, information and instruction is given to employees on how it should be used and looked after.

The Council will ensure that all such materials purchased will conform to the relevant British Standard or equivalent.

Any person required to wear PPE and found not doing so will be removed from site immediately and not permitted back until compliance has been restored. Misuse will also lead to disciplinary action.

Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to workers who use DSE daily, for an hour or more at a time. We describe these workers as 'DSE users'. The regulations don't apply to workers who use DSE infrequently or only use it for a short time.

The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) states that; although work with display screen equipment is not generally high risk, any problems that may arise can be overcome with attention to good design in equipment and seating.

Conditions at the workstation will be assessed by the Clerk to the Parish Council or an appointed person to discover any risks that may exist. All set requirements for the display screen itself, keyboard, desk and chair, working environment and task design and software will be met. Work will be planned to ensure that there are breaks and/or changes of activity. Finally, complete training will be given for all display screen equipment users that require it.

It is noted that display screen equipment users are entitled to appropriate eye and eyesight tests by an optician or doctor and to special spectacles if they are needed and normal ones cannot be used.

Maintenance and Inspection of Plant

The Council believes in preventative maintenance and the prevention of accidents and breakdowns by anticipation and planning.

It is the responsibility of the Clerk to the Parish Council to have listed all plant, equipment, machinery and vehicles, and develop checklists and inspection/maintenance schedules. Manuals and manufacturer's instructions will be followed and training in risk and hazard identification will be given. Arrangements for the introduction of new hand equipment /machinery are under the section New Plant Introduction and Maintenance.

This arrangement is also intended to cover plant and equipment that may be hired. Appropriate documentation including test and servicing records will be required before use.

New Plant, Introduction and Maintenance

Equipment will only be used for the purpose of its design and only trained and experienced persons will use major items of mechanical and electrical plant.

In the case of hired equipment, the hirer will obtain the necessary test certificates and instructions for use from the supplier and the user will familiarise himself fully with the equipment prior to use. Early operation of new plant and equipment will be monitored carefully so that changes in procedure can be made if necessary.

Electricity at Work

The Electricity at Work Regulations 1989 do not impose any new rules but nevertheless draw attention to the desirability of good electrical safety practice. The following steps among others will be taken to ensure compliance.

- All electrical installations will be inspected and tested periodically.
- All electricians and users of electrical equipment will be suitably trained and competent.
- All portable tools and appliances will be listed by the relevant managers and will be regularly inspected (PAT tested) by a competent electrician. Any repairs or maintenance will be carried out by someone with proper training or experience.

Before using any tool or lead it should be checked for: -

- Visible bare wires
- Damaged cable covering

- Damaged plugs
- Overheating burn marks
- Faulty trip devices

In addition, the Council has a programme to convert all site equipment to 110volts and in case of portable tools, the conversion to a rechargeable type, double insulated if possible.

Power Tools

The Electricity at Work Regulations 1989, Provision and Use of Work Equipment Regulations 1998 and the Construction (Design & Management) Regulations 2015 apply to the safe use of electric power tools. The Council will produce an equipment register with recommended checks and their frequencies which will be completed and held on file.

The Council will ensure that any of the above tools either hired or owned by the council will be provided and maintained in accordance with the above regulations.

The senior handyman will ensure that operatives using this equipment have received the correct training on the type of tool and 110v equipment to be used wherever possible.

Power tools are to be maintained in a good sound working order and be regularly tested (Portable Appliance testing) at a frequency determined by current guidance, all such tests are to be recorded and a record kept for the duration of the life of the tool.

The Operatives should check the equipment before use, with any defects being rectified immediately of the tool taken out of use if it not possible to rectify the defect.

Checks to be made include the plug, the cable, the casing and any guards fitted.

Immediate action will be taken by the Clerk to the Parish Council, should any misuse or abuse become apparent whilst using power tools.

Only authorised persons are allowed to maintain, repair alter or adapt electrical power tools.

Site operatives are to ensure that all cable connections are properly made and maintained at all times

Welfare

Welfare on Council premises is the concern of the Clerk to the Parish Council and all staff. There are toilet, washing and changing facilities and a supply of drinking water. Provision is also made for rest and the heating of meals.

In the event that the Council's activities take place away from the premises, welfare facilities that are appropriate to the site, number of personnel involved and, the length of the contract will be pre-arranged.

Prior to the commencement of each contract, preferably at the pre-tender stage, the Project Manager will discuss these arrangements with the Client, including them in the Health and Safety Plan if applicable. All arrangements so made will ensure that toilet, washing, eating and changing facilities as well as a source of drinking water will be available to all personnel.

Personal protective equipment will be given to employees as required.

Air sampling will be carried out as required.

Measures to protect other workers and the general public from any substance hazardous to health or process will be provided and maintained.

Any working process or substance used envisaged to pose a risk to health will be subject to a Risk Assessment by the relevant manager or an external Health & Safety Consultant prior to carrying out the works.

The risk assessment will identify any controls including levels of training and supervision along with requirements for health surveillance or monitoring of the atmosphere.

The relevant manager will ensure that any risk assessment is followed and all its provisions are implemented.

Commented [PM1]: Remove the word rest

The Chairman and Clerk to the Parish Council may discipline any employee who disregards the provisions of any assessment or flagrantly disregards measures provided to protect the health & safety of themselves or others

Discipline

Employees have responsibilities under the law to take care of the health and safety of themselves and others and to co-operate with management in doing that. Sufficient information, instruction, training and supervision will be provided to enable all employees to avoid hazards and to carry out these responsibilities.

Under these circumstances any breach of policy or regulations or failure to conform to good work or housekeeping practices will be viewed most seriously. They may be made the subject of disciplinary action, up to and including dismissal. All of the council's disciplinary procedures will be followed.

Procedures for new employees

The following procedure is to be carried out by the line Manager prior to engaging a new employee:

- Explain to the employee what they will be expected to do and to whom they will be responsible to.
- Issue the new employee with a council Health and Safety Policy along with providing details of their responsibilities with regards to health and safety. Advise the employee of the location and how to obtain the company Health and Safety procedures and explain the purpose of any procedure.
- Ascertain if the new employee has any disability or illness that could prevent them from carrying out operations or tasks safely or if they need any additional protective measures to be in place so they can fulfill their work role.
- Show or advise the new employee where copies of regulations, risk assessments or other assessments and method statements are kept and how to obtain them.
- Warn and give advice on any significant risks to the Health, Safety or Welfare of the employee.
- Warn and give guidance on any potential danger or prohibited areas of operations at work locations.
- Warn and give advice on any prohibited actions not to be taken by the employee unless specifically authorised to do so.
- Ascertain whether any training or instruction is required to enable the employee to work safely and in accordance with the company Health and Safety Policy and any statutory provisions.
- Issue to the employee any personal protective clothing free of charge that will need to be worn in accordance with current legislation, approved codes of practice or guidance and obtain their signature for the items issued and keep a record of the issue of all personal protective clothing.
- Where applicable advise the employee of any tools, plant, equipment or vehicle servicing procedures that are to be observed.

- Check the competency of any new employee by way of their CV, references or by direct supervision to ensure competence.
- Induction training will be revisited after six months to ensure that the member of staff has understood all instructions given.

Environment Statement / Procedure

The Health & Safety at Work (etc) Act 1974 applies to this section

The Management of Health & Safety at Work Regulations 1999 (amended 2006) apply to this section

The Control of Substances Hazardous to Health Regulations 2002 (amended 2004) apply to this section

The Environment Protection (Duty of Care) Regulations 1991 (amended 2003) apply to this section

Controlled Waste Regulations 2012 and Hazardous Waste Regulations 2005 (amended 2016) apply to this section

The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 (amended 1998) apply to this section

The Parish Council are committed to protecting the environment and are aware of their general duties under the Health & Safety at Work (etc) Act 1974 section 5 in as such as:

Provide procedures for the prevention of harmful emissions or contaminants relating to prescribed operations into the atmosphere.

Any substance that contains a hazard warning notice will be accompanied with a Material Data Safety Sheet/COSHH assessment.

The Purchasing Manager will ensure that any Materials Safety Data Sheets/COSHH assessments are available and passed to anyone using such substances or chemicals.

When assessing risks under COSHH the relevant Manager will:

- ☐ Assess the risks
- ☐ Decide what precautions are needed
- ☐ Prevent or adequately control exposure
- ☐ Ensure that control measures are used and maintained
- ☐ Monitor exposure
- ☐ Carry out appropriate health surveillance
- ☐ Ensure employees are properly informed, trained and supervised

The supervisor will read and understand the material Safety Data Sheet/COSHH assessment paying particular attention to the precautions required for storage, safe disposal and accidental release or spillage.

The supervisor will ensure that the relevant information is passed to Operatives working with the substances.

Having read the Material Safety Data Sheet/COSHH assessment and identified the measures to be taken in the event of a spillage or accidental release, the relevant Manager will ensure that provision is made to deal with any accidental release or spillage prior to the work being commenced.

In general provision could comprise of any of the following dependant on the substance or material:
(This is a guide only and the Material Safety Data Sheet Must Be Consulted)

- ☐ Absorbent material to soak up spillage

☐ Bunds to prevent spillage

☐ Inert Liquid to dilute substances

The Materials Safety Data Sheet/COSHH assessment will be consulted with regards to the safe disposal of any substance or material or its packaging or container, the Clerk to the Parish Council or designated deputy will ensure that any special requirements are considered and that the above is disposed of in the correct manner at all times, to a licensed tip having full regard for the Controlled Waste Regulations 2012 and Special Waste Regulations 1996 with amendment 2001.

The Clerk to the Parish Council or designated deputy will ensure that any skip or other disposal means classed as a carrier are licensed to carry the waste in accordance with the Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 (amended 1998).

Waste leaving the site will become the property of the carrier by way of a transfer note and the Clerk to the Parish Council or designated deputy will ensure that the material or substance or its packaging is to be disposed of at a licensed disposal centre in accordance with the Waste Management Licensing Regulations 1994.

Periodically checks will be made regarding the transfer of waste to ensure that it is being disposed of in accordance with the relevant regulations.

End of document