

## TAVERHAM PARISH COUNCIL

### HEALTH & SAFETY POLICY (HEALTH & SAFETY AT WORK etc ACT 1974)

#### Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions;
- to review and revise this policy annually

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#### 1. Responsibilities

- 1.1 Overall and final responsibility for health and safety policy is that of the Parish Council itself. The Council must ensure that any employee given responsibility for specific health and safety issues has the appropriate training.
- 1.2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Clerk to the Council.
- 1.3 To ensure health and safety standards are maintained/improved, the following have responsibility in specific areas:

<b>Post</b>	<b>Responsibility</b>
Wardens	Responsible for reporting to the Clerk any health and safety concerns noted during the course of their regular rounds in the Parish, particularly on amenity sites and play areas.
Office Assistant	Responsible for reporting to the Clerk any health and safety concerns at the Hinks Meadow premises.
PATCH Administrator	Responsible for reporting to the Clerk any health and safety concerns connected with PATCH activities
Clerk	Responsible for investigating concerns reported by any staff, Councillors, or members of the public, and for reporting these to the Council or appropriate Committee and recommending appropriate action.
RFO	In the Clerk's absence, responsible for investigating concerns reported by any staff, Councillors, or members of the public, and for reporting these to the Council or appropriate Committee and recommending appropriate action

- 1.4 All employees must:
- co-operate with the Council's guidelines and instructions on health and safety matters;
  - wear or use any clothing or equipment provided to safeguard their health and safety;
  - not interfere with anything provided to safeguard their health and safety;
  - take reasonable care of their own health and safety;
  - report all health and safety concerns to the Clerk.

## 2. Health and Safety Risks Arising From Our Activities

- 2.1 Risk assessments in relation to the health and safety of Council employees will be undertaken by the Clerk.
- 2.2 No employee shall be asked to undertake tasks which he/she cannot do safely. If necessary, appropriate protective clothing/equipment shall be provided.
- 2.3 Assessments will be reviewed when the work activity or the post-holder changes, whichever is the soonest.
- 2.4 All employees will be provided with a full copy of the Council's Health and Safety Policy document.
- 2.5 In addition to regular visual checks, the Council's Warden and its amenity sites contractor at the time shall complete safety checklists for all **play areas** each month and pass them to the Clerk, who shall be responsible for initiating any remedial action required. Formal risk assessments for all play areas under the Council's management will be undertaken by an appropriately-qualified external contractor. Safety inspections for all play areas under the Council's management will be undertaken twice-annually by an appropriately-qualified external contractor. The Clerk shall report promptly the findings and recommendations of these assessments and inspections to the Council, or to the Committee responsible for the area assessed. Action required to remove/control reported risks will be approved by the Council or appropriate Committee. Where an assessment/inspection recommends urgent remedial action and there is no Council or Committee meeting scheduled soon enough for that action to be formally approved, the Clerk has the authority to act on the Council or Committee's behalf. The Clerk will be responsible for ensuring the action required is implemented and for checking that the implemented actions have removed or reduced the risks.
- 2.6 Risk assessments for **amenity areas** and **buildings** under the Council's control or management shall be undertaken annually, by at least three appointed Councillors accompanied by a member of the Council administration staff, who will present their findings, and any recommendations for action, to the Committee responsible for the particular amenity.
- 2.7 The Council requires **contractors** undertaking work on its behalf in the Parish – e.g. on grass cutting, painting, construction work etc – to provide a copy of their own Health and Safety Policy Statement and to adhere to its guidelines.
- 2.8 Parishioners will be informed annually of the Council's gritting policy for the car parks at Hinks Meadow and Sandy Lane through the Taverham Newsletter and communication with local schools.
- 2.9 Notices will be displayed at each of the vehicle entrances to Council-owned car parks stating "This car park is not gritted in bad weather. Users of this car park do so entirely at their own risk"

- 2.10 The footpaths through the front garden of Taverham Village Hall and to the front door of Hinks Meadow Hall will be treated in icy conditions, subject to staffing availability.
- 2.11 In icy/snowy weather, the contents of the grit bins in the Council-owned car parks will be checked daily by the Council's warden and car park keyholder and refilled for public use when Council grit socks allow
- 2.12 In icy/snowy weather, the gates will be unlocked at Hinks Meadow and Sandy Lane car parks to allow for staff access
- 2.13 When the snow has fallen heavily enough to hinder opening and closing car park gates, the gates will remain open or closed until the keyholder can safely access each site.

## Health and Safety Rules for Employees

These rules are important! If there is anything in them that you don't understand, please speak to the Clerk.

### 1. Safe Working

- 1.1 You must not operate any machine or equipment unless you have been trained and authorised to do so.
- 1.2 You must make sure that any protection device for equipment is in place when you use it.
- 1.3 You must report to the Clerk immediately any fault or damage in equipment or tools you use.
- 1.4 You must not clean moving machinery unless authorised to do so.
- 1.5 You must not leave a machine in motion unattended.
- 1.6 You must not carry out any maintenance or repair work of equipment unless authorised to do so.
- 1.7 You must use all chemicals and substances in accordance with all written/verbal instructions.
- 1.8 You must return all chemicals and substances to their designated safe storage area when not in use.
- 1.9 You must comply with all hazard warning signs and instructions displayed on the premises.
- 1.10 You must not pollute watercourses, sewers or drains with chemicals, oils or other hazardous substances.
- 1.11 You must use all items of protective clothing and equipment provided for your use.
- 1.12 You must report any damage, loss or defect in protective clothing and equipment to the Clerk.
- 1.13 You must not obstruct any fire escape route, fire equipment or fire doors. If you use fire-fighting equipment, you must notify the Clerk promptly afterwards.
- 1.14 You must not smoke whilst handling flammable substances.
- 1.15 You must not permit any unauthorised person to use equipment, tools or protective clothing provided for your use.
- 1.16 You must at all times consider the safety of other people who may be nearby when you are working.
- 1.17 Lone working: if you are working alone in the Council office you must ensure that the main corridor office door is locked from the inside. If a member of the public visits, you should leave the office through the reception counter door to speak to them and not allow them in the office with you.
- 1.18 Manual lifting: just because you have been lifting heavy objects all your working life does not necessarily mean that you've been doing it correctly. To protect yourself, follow the "Safe Lifting Guidelines" which are attached to these Health and Safety Rules. Remember! – the most important thing is – **if in doubt, get someone to help you lift!**

## **2. Reporting Accidents**

- 2.1 If you sustain an injury at work, you must notify the Clerk so that the circumstances can be entered in the Accident Book and the relevant authority notified if necessary.
- 2.2 If someone else is injured as a result of your work, you must notify the Clerk so that the circumstances can be entered in the Accident Book.
- 2.3 You must notify the Clerk of any medical condition which you may have which could affect your own safety or the safety of others.
- 2.4 You must notify the Clerk of any incident in which damage is caused to Council property.

## **3. If You Breach The Safety Rules**

- 3.1 You will be liable to disciplinary action and possible dismissal, if you deliberately ignore or contravene the safety rules.

## Safe Lifting Guidelines

### GET IN THE RIGHT POSITION!

1. Keep feet about hip width apart, with one foot forward. **BEND FROM THE KNEES** – this uses your thigh muscles, rather than your spine.
2. Keep your back straight while bending forward – this helps keep your body's centre of gravity over the load to be lifted.
3. Keep your elbows close to body – this lessens the strain on shoulders, chest and back. Extend forward the hand on the same side of the body as the forward foot.
4. Get close to the load and try to make it part of you – this lessens the strain.
5. Get a grip! Grasp the load with fingers and palms, not just your fingertips.
6. **If in doubt, get another person to help you with the load!** Test the weight of the load before lifting, to make sure you are able to do it – **IF YOU CAN'T, DON'T!**
7. Don't be a jerk! Keep your movements smooth and controlled – a rhythmic action will reduce the tension in your body and lessen the risk of strain.
8. Move any obstructions or potential hazards out of the way before you lift – then you won't have to carry the load further than you need, or put it down and lift it up again. Remember! – if you are carrying a light but large load, it could be just as hazardous as a heavy load if you can't see where you are going!
9. Wear protective gloves if the load has jagged edges or splinters.
10. **WHEN YOU PUT THE LOAD DOWN** – **BEND FROM THE KNEES, KEEP BACK STRAIGHT AND ELBOWS CLOSE TO BODY.**

I can confirm that I have been given a copy of Taverham Parish Council's Health and Safety Policy, which includes Health and Safety Rules for Employees and Safe Lifting Guidelines.

Signed.....

Name (please print).....

Position.....

Date.....