

# **SALTFORD PARISH COUNCIL HEALTH AND SAFETY POLICY**

Adopted by Staffing Committee in August 2019

## **1. GENERAL STATEMENT OF POLICY**

a. Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for any employee, and to provide such information, instruction, training and supervision as is needed for this purpose. The Parish Council aims to protect the health, safety and welfare of councillors, contractors, residents and members of the public within its area who may be affected by the Council's activities.

The policy will be kept up to date, particularly if 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 Staffing Committee of the Council. Although risk assessment is a continuing process, it shall form part of the Committee's annual review. Good risk assessment can identify potential problems so that they can be resolved before they cause discomfort, ill-health or injury. This includes the Parish Council Office and any meeting places such as Saltford Hall. The Health and Safety Policy of Saltford Hall is found on its web-site:

[http://www.saltfordhall.co.uk/downloads/SCA\\_H%26S\\_PolicyV2.pdf](http://www.saltfordhall.co.uk/downloads/SCA_H%26S_PolicyV2.pdf)

The Parish Council follows this when holding meetings at Saltford Hall.

## **2. RESPONSIBILITIES**

a. Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work Act etc. is that of the Saltford Parish Council.

b. Role of the Staffing Committee in Health & Safety Policy

The Parish Council Staffing Committee will:

- i. Keep the Parish Council informed of relevant Health and Safety policy legislation.
- ii. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities.
- iii. Make effective arrangements to implement and monitor the Health and Safety at Work Policy.
- iv. Ensure that regular risk assessments are carried out and acted upon.
- v. Make effective arrangements to ensure employees, contractors, councillors, voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements.
- vi. Advise the Parish Council on the Health and Safety aspects of any activities undertaken by the Parish Council e.g Village Litter-pick, Village Walk.

c. Any Employee:

I. Has a legal duty to take reasonable care for their own health and safety and that of others who may be affected by his/her acts, or failure to act.

II. Has the responsibility to co-operate with others in achieving a healthy and safe workplace and to take reasonable care of himself or herself and others.

III. Has a legal duty not to interfere with, or misuse, anything provided in the interests of health, safety or welfare.

IV. Must work to reduce accidents and environmental impacts.

V. Must work in accordance with any training or instruction

VI. Must follow safety arrangements and rules established for their protection

VII. Must make use of safety or protective equipment or devices supplied

VIII. Must report deficiencies and dangers to the Parish Council Chair or , if absent, the Vice-Chair.

### **3. COMPUTER WORKSTATION**

Any workstation will be set-up using recommended guidelines as far as is practicable. See appendix – Quick guide to setting up a work-station

### **4. DISPLAY SCREEN EQUIPMENT**

The Parish Council has a duty, under the Display Screen Equipment (DSE\*) Regulations, to offer regular DSE users eyesight tests when they start work with the Parish Council and follow-up tests at regular intervals, and to pay for the cost of single vision lens glasses for DSE viewing distance only. It is the responsibility of the employee to request that the Parish Council pays for an eye test – it does not have a responsibility to offer it.

The act also defines a number of computer husbandry issues that are the responsibility of both the employee and the employer. These include making sure there is no 'unnecessary' glare, perhaps by fitting an anti-glare screen, that the DSE and surrounding area is clean, and that the worker is at a suitable height and distance from the computer. If an employee has an eye test and the optician says glasses are needed for the sole purpose of working on the computer, an employee can ask the Parish Council to pay for or at least contribute to the cost of glasses. However, if an employee needs to have glasses for driving, reading or anything else, the Parish Council is not required to pay or contribute.

n.b \*DSE and VDU mean the same.

### **5. FIRST AID**

a. A First Aid box is located as follows: Saltford Library Workroom

b. Appointed person responsible for this box is: Post Office staff

- c. First Aid boxes at Saltford Hall are located in the main kitchen, The Wansdyke Room kitchen and the main office.
- d. Appointed person responsible for these boxes – Hall Manager

## **6. FIRE SAFETY**

Any employee and councillor must:

- a. Read and understand fire precaution notices
- b. Ensure that the lay-out of the fire exits, emergency routes and evacuation procedures are known. Ensure that this information is conveyed to members of the public at any public meeting held by the Parish Council.
- c. Report or remove, where possible, any obstruction of fire exits and passages.
- d. Not stand close to a portable fire, if use permitted
- e. Not put anything that will burn close to or on any fire or heater
- f. Be aware of the location and type of fire extinguishers
- g. Any employee must take part in any fire drill organised for the staff by the Saltford Community Library and Post Office Hub.
- h. Follow Saltford Community Library and Post Office Hub fire safety policies if working on Saltford Community Library and Post Office Hub premises

## **7. SMOKING AND THE CONSUMPTION OF ALCOHOL OR DRUGS**

Smoking and the consumption of alcohol, drugs or so-called legal “highs” are not allowed in the Parish Council office or in any meeting or business conducted by or for the Parish Council.

## **8. HEATING, LIGHTING, AND ELECTRONIC EQUIPMENT**

- a. Although beyond the immediate control of the Parish Council, temperature should reach a minimum of 16C after the first hour of working time and be maintained between 16C and 20C throughout the working day. When this does not occur, the Chair of the Parish Council must be informed or, if absent, the Vice-Chair.
- b. Office lighting must be adequate. Desks should be placed to gain the maximum amount of light, when possible. Free-standing desk lights should be placed so as to eliminate the danger of trailing electrical leads.
- c. All electrical equipment shall be inspected in accordance with the 1989 Electricity at Work Regulations. Any deterioration in electrical connections or wiring should be reported immediately and corrected. An employee working in the library office must ensure that electrical equipment of the Parish Council is tested at the same time as the annual Portable Appliance (PAT) testing conducted by B&NES in the library. Stickers confirming successful testing must be placed on electrical equipment and a copy of the PAT certificate must be kept by the Parish Council.
- d. Mains must not be overloaded. It is important that the correct socket outlet, plug top face (where these are available) and appropriate fuse are used for each item of electrical equipment.
- e. Only electrical equipment provided by the Council 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.

f. 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.

g. Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment

## **9. 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. Any employee must not climb on chairs, desks and window sills to reach shelves or to open windows.

f. Employees must keep floors, passages etc. clear of trip hazards e.g stores, packages and litter. Employees must put waste paper in bins provided.

## **10. LIFTING AND HANDLING**

a. An employee, or any other person on council business, must never attempt to lift anything beyond his/her capacity.

b. If an object is to be lifted manually this advice should be followed-

I. Bend the knees and crouch to the object.

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

III. Keep the back straight.

IV. Tuck the chin in.

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

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

VII. Avoid pinching fingers when releasing object.

VIII. If too heavy a load, get help with either additional people or equipment

IX. Protect your toes with safety footwear.

X. Wear protective gloves when handling objects with sharp edges.

## **11. LONE WORKING**

Lone working is defined as “working in isolation or alone for anytime day or night, in or outdoors, for significant periods of time.”

If an employee, working as a lone worker, finds himself or herself in a situation, which in their opinion, may be stressful or hazardous, then that person should withdraw from the situation without fear of prejudice and request assistance where necessary. Adequate arrangements including communication devices need to be in place as appropriate to any lone working situation. The Council will support any employee if duties are stopped on grounds of safety.

## **12. WORK-RELATED STRESS**

The Parish Council recognises the dangers posed by work-related stress. The demands on any employee in terms of work-load, work patterns and work environment will be monitored continuously by the Chair, Vice-Chair and Chair of the Staffing Committee. Any employee is encouraged to have a say in the way work is carried out. The Parish Council encourages any employee to use skills and initiative and to develop new skills. The employee will have control over when to take short breaks, especially when using the computer for extended periods. Support is given by regular feedback from the Chair, Vice-Chair, the Chairs of Committees and by an annual appraisal. Positive relationships are encouraged between all members of the Council and any employee. The roles and responsibilities of any employee are made clear in the contract of employment, the job description and in the policies, practices and standing orders of the Council which are reviewed annually. In these ways, while there will be periods of pressure, work-related stress can be avoided.

## **13. REPORTING AND RECORDING ACCIDENTS & INCIDENTS**

Accidents and Incidents shall be logged in the Accidents/Incidents Record Book which is to be maintained by the Clerk and kept in the office at Saltford Library. All accidents and near-accidents must be reported to the Parish Council Chair or, if absent, the Vice-Chair. If an accident/incident occurs at Saltford Hall, this must also be recorded in the Saltford Hall Accident/Incident Reporting Book located in the foyer.

## **14. TRAINING**

The Parish Council has overall responsibility for providing access by any employee to appropriate training on matters relating to Health and Safety e.g. conflict resolution, personal safety. Any employee must attend any training courses organised for him/her.

## **15. MANAGEMENT OF HEALTH AND SAFETY AT ST MARY'S CHURCHYARD**

See the latest policy on SharePoint.

**16. (Deliberately Blank).**

## **17. ANNUAL VILLAGE WALK**

A risk assessment will always be prepared in advance of the walk for consideration and agreement by the full Council.

## **18. HEATH AND SAFETY AND THE HIRING OF CONTRACTORS**

Consideration of the Health and Safety policies of any potential contractor and confirmation of appropriate public liability insurance held by any potential contractor forms part of the criteria for selection of a contractor by Saltford Parish Council

**END**

*All contractors will be given a copy of the Council's Health & Safety at Work Policy by the Clerk to the Council.*

## **NOTICE TO CONTRACTORS**

For Saltford Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises or for the Council are to be made aware of the expected requirements related to health and safety. **A contractor accepting a contract from the 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 Council premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Health and Safety 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 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 Council will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.

6. The 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 or any other locations such as St.Mary's Churchyard, the Allotment sites, involving you or your employees.
7. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

**END**

**Sources:**

- Health and Safety at Work Act 1974
- Electricity at Work Regulations 1989
- Work Place (Health and Safety and Welfare) Regulations 1992
- Manual Handling Regulations 1992
- RIDDOR Regulations (Reporting of injuries, diseases and dangerous occurrences) 1995
- Management of Health and Safety at Work Regulations 1999
- Health and Safety (Display Screen Equipment) Regulations 1992