



**HEALTH, SAFETY AND WELFARE POLICY**

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## **HEALTH SAFETY & WELFARE POLICY**

**STOKE GIFFORD COUNCIL** has adopted a Health and Safety Policy to protect all its employees, visitors, contractors and users of premises, and to encourage safe working practices. This document explains the Policy and the systems that have been set up, within the organisation, to make sure that the Policy is working.

Please read this document carefully, and make sure you understand it. If you want to discuss safety matters generally, or have a issue, you should consult the Parish Clerk.

### **STATEMENT OF HEALTH, SAFETY and WELFARE POLICY**

#### **DECLARATION**

The **MEMBERS OF STOKE GIFFORD PARISH COUNCIL** hereby give notice of their acceptance of responsibility as an employer to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of all employees, contractors, visitors and users of premises, and others who may be affected by the Council's activities, and declare their intention to comply with the requirements of the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions and subsequent legislation.

Stoke Gifford Parish Council will continue to ensure and monitor that its policy, legal obligations and experience are applied effectively throughout the Parish of Stoke Gifford where the Council has legal obligations.

The Council recognises that accident prevention is an essential element of good work practice and that its pursuit benefits the efficiency of the Parish's operations, as well as the welfare of its employees. It is recognised that effective prevention of injury and damage requires commitment at every level. All employees of Stoke Gifford Parish Council will be provided with training as appropriate in order to carry out their tasks safely.

## **OBJECTIVES**

**The Members of Stoke Gifford Parish Council's objectives in this respect are to: -**

1. Provide and maintain workplaces which are without risk to the Health and Safety of any employee, contractor, visitor, or user of premises;
2. Provide a working environment of a standard which will ensure the Health and Safety of its employees and other persons who are likely to be affected by the Council's activities;
3. Assess the risks to the Health and Safety of employees and of anyone else who could be affected by its work activities, record the significant findings of such assessments and make them available to employees, contractors and users of premises. The compilation and implementation of practical codes of safety and health practice and conduct will be based on these risk assessments;
4. Provide, where appropriate, equipment, tools and plant which are safe and without undue risk to health;
5. Institute procedures for the reporting of defective equipment or other hazardous conditions, and for the rectification of such defects;
6. Make proper arrangements for the safe use, handling and storage of all articles and substances used by the Council,
7. Promote the instruction and training of employees in matters of Health and Safety, to enable them to recognise and avoid hazards at work;
8. Inform employees, contractors, visitors and users of premises of the risks associated with its work activities by means of notices and instructions, and to clearly describe the work methods necessary to minimise the likelihood of injury or of adverse effects on health;
9. Provide and maintain, where appropriate, safety equipment and protective clothing and ensure that employees are informed of their obligation in respect of its use;
10. Provide First Aid equipment, facilities and training, and to make such other emergency provisions as are necessary to ensure the Health and Safety of all employees, visitors and others allowed access to the Council's premises;
11. Institute a procedure for the recording of all accidents in an accident book and instances of ill health occurring as a result of the Council's activities and ensure that such incidents are investigated;
12. Provide satisfactory welfare and amenity facilities and make such arrangements as may be necessary to ensure the welfare of employees whilst at work;

- 13.** Advise verbally all employees, contractors and users of premises of their obligations in Health and Safety matters, and of the penalties for acting in such a way as to endanger the Safety or Health of themselves or others;
- 14.** The Finance & General Committee will have responsibility for making this Policy effective. It shall have direct responsibility for the general oversight of Health & Safety within the Parish Council. Councillors appointed to the Finance & General Committee may appoint the Clerk, and other Members of the Parish Council, to act on their behalf in carrying out relevant instructions;
- 15.** Ensure that accident prevention within Stoke Gifford Parish Council is an integral part of operational management and is supported by a competent advisory service;
- 16.** Ensure the proper direction and control of all persons other than employees allowed access to the Council's premises and ensure they are not put at risk by the Council's work activities;
- 17.** Control the use of contractors on the Council's premises, and ensure that contractors work to safety rules at least of the same standard as those laid down through this policy;
- 18.** Arrange for Health and Safety Inspections of all premises and other areas at regular intervals, with reporting of findings and recommendations to the Members of the Council;
- 19.** Maintain arrangements with employees for joint consultation and participation in matters relating to their Health and Safety;
- 20.** Keep the Health and Safety Policy Statement under constant review and make improvements, additions and amendments that from time to time may be deemed necessary or desirable;
- 21.** Comply with the law as set out in the Fire Precautions (Workplace) Regulations 1997 and subsequently the Regulatory Reform (Fire Safety Order) 2005.

## **ORGANISATION AND RESPONSIBILITIES**

### **1. The Full Council will: -**

- (a)** Receive reports from the Finance & General Committee;
- (b)** Consider overall trends and issues likely to affect the Council;
- (c)** Monitor the Health and Safety performance of the Council and compliance with legislation;
- (d)** Promote a positive Health and Safety culture within the Council;
- (e)** Ensure that adequate resources are available to discharge the Council's Health and Safety commitments;
- (f)** Where necessary, give assistance to the Parish Clerk in carrying out inspections in the interests of effective Health and Safety management;
- (g)** Undertake in conjunction with the Clerk safety inspections, investigation of accidents, incidents, near misses, and other dangerous occurrences and forward reports of legally notifiable cases of disease to the appropriate authority;

### **2. The Parish Clerk, on behalf of the Members of the Council, is to co-ordinate the implementation of the Health, Safety and Welfare Policy. The Clerk will, together with the Finance & General Committee: -**

- (a)** Advise on planning and development of Health and Safety training to meet the Parish Council's requirements;
- (b)** Advise on prevention of injury or ill health to personnel and damage to plant/equipment;
- (c)** Advise on legal requirements affecting Health, Safety and Welfare, and implementation of the Council Health, Safety and Welfare Policy;
- (d)** In conjunction with nominated Councillors, carry out routine site inspections on all Council sites, reporting on failures to meet the standards set and situations where Council employees are put at risk from inadequate Health & Safety facilities (using the appropriate reporting form);
- (e)** Maintain a central record containing such Statutes, Approved Codes of Practice, Guidance Notes, Certificates, Risk Assessment Reports, Terms of Reference, Accident Reports and Investigations as are relevant;

- (f)** Foster at the work place an understanding that injury prevention and damage control are an integral part of Council business and operational efficiency;
- (g)** Plan for carrying out suitable and sufficient risk assessments in relation to work activities to eliminate control risk to the health and safety of employees;
- (h)** Ensure that all staff are fully aware of, and instructed in their responsibilities as imposed by, Regulations, Codes of Practice and Council procedures, and take steps so far as is reasonably practicable to ensure that they are properly implemented;
- (i)** Ensure that all works carried out on Council premises and all plant, machinery and equipment where relevant complies with statutory requirements and approved or agreed standards;
- (j)** Ensure that where the Council have supplied labour to erect or install equipment of any nature, the erection or installation is of a high standard and complies with the Codes of Practice and current Regulations;
- (k)** Ensure that staff are conversant with the Council's accident or damage reporting procedures and the Reporting of Injuries, Diseases and Dangerous Occurrences as specified by Regulations. Also, ensure that the cause of any accident and or, dangerous occurrence is thoroughly investigated and that effective follow up action ensues;
- (l)** Provide adequate First Aid supplies and a First Aider during office hours, and facilities in accordance with current Regulations, and ensure that a responsible person is appointed to take control of the situation;
- (m)** Ensure that statutory notices as required are displayed and that all statutory registers are provided and used;
- (n)** Ensure that periodic statutory tests, inspections and where applicable maintenance of premises are carried out and the appropriate records kept;
- (o)** Ensure that adequate fire precautions and appliances are in place and that, in the event of an emergency, staff are conversant with the fire drill to ensure that the building/premises are vacated as quickly as possible;
- (p)** Make available and enforce the use where necessary of safety equipment and protective clothing, in accordance with current Regulations and Council instructions;
- (q)** Ensure that all staff are competent to carry out their duties safely having received adequate information, instruction and training and where necessary that they hold a valid certificate of competence;

- (r) Ensure that all employees under your control are properly supervised and have been instructed and trained with regards to specific Regulations and the relevant system of work and adequate training records kept;
  - (s) Ensure that regular consultation with the workforce takes place.
3. All **employees** are to take reasonable care of their own safety and that of anyone else who may be affected by their work activities and are required to cooperate with the Parish Council in the fulfilment of its duties with regard to health, safety and welfare at Work. **Each employee, therefore, will be responsible for: -**
- (a) Making themselves familiar with and conforming to relevant Health and Safety instructions always;
  - (b) Not interfering with or misusing anything provided in the interest of health, safety and welfare;
  - (c) Reporting to the Parish Clerk incidents that have led to, or may lead to, injury or damage;
  - (d) Assisting as required in the investigation of accidents or incidents;
  - (e) Wearing the appropriate protective equipment where required.

### **TRAINING**

The **Parish Clerk** is responsible for ensuring that all members of staff are given the appropriate information, instruction and training to enable the activities of the Council to be carried out safely.

## **ALL OTHER ORGANISATIONS**

In addition to the personal responsibilities that your organisation has it will also be your responsibility to ensure that: -

- 1.** All members under your control are fully aware of and instructed where necessary in their responsibility as imposed by Regulations, Codes of Practice and Council procedures, and take steps, so far as is reasonably practicable, to ensure that they are properly implemented;
- 2.** In conjunction with the Parish Clerk arrange regular Safety Meetings for Committee Members and employees in order to draw to their attention any changes in legislation;
- 3.** Within your organisation that you foster where necessary an understanding that prevention of occupational injury and illness, and damage control, are an integral part of business and operational efficiency, as well as being a moral and legal obligation;
- 4.** You, your staff, clients and members of the public are conversant with the Council's accident or damage reporting procedures and the Reporting of Injuries, Diseases and Dangerous Occurrences as specified by Regulations. Ensure that the cause of any accident and/or dangerous occurrence is to be thoroughly investigated and that effective follow up actions ensue;
- 5.** Adequate First Aid supplies and facilities are available in the Community Hall kitchen and the Groundsmen's workshop, in accordance with current Regulations, and you have a responsible person appointed to take control of the situation;
- 6.** Current fire precautions and appliances are in existence and in the event of an emergency, you and your committee/management must be conversant with the fire drill to ensure that the building/premises are vacated as quickly as possible;
- 7.** You co-operate with the Parish Council or its representative, i.e. the Parish Clerk, to ensure that any defects or faults within your area of responsibility are rectified immediately;
- 8.** You have available and issue where necessary safety equipment and protective clothing, in accordance with current Regulations and Council instructions;
- 9.** All staff are competent to carry out their duties safely having received adequate information, instruction and training and are where necessary certificated as to their competence;
- 10.** All employees under your control are properly supervised and have been instructed and trained with regards to specific Regulations and the relevant system of work and adequate training records kept;
- 11.** Due care and attention are paid when handling, loading and unloading and stacking equipment to ensure that Council procedures and suitable risk assessments are complied with, and that safe working conditions apply.



## **CONTRACT WORKERS**

It is the Council's policy that when contractors are used, they will represent the Company in the same way as direct labour and are required to work to the Council's policy.

Arrangements are made to ensure that they are acquainted with, and adhere to, the Council's Safety Policy, and any other procedure or special instructions which may be in force relevant to specific operations.

A copy of the Safety Policy and other relevant information is given to the sub-contractor upon acceptance of terms and conditions of the contract agreement.

Discussions as necessary will take place by the Clerk to ensure complete understanding of our procedures to specific work methods.

Adequate supervision will be necessary to complement the provision of information, instruction and training if required ensuring that the Council's Policy is strictly adhered to.

The Council's approved accident reporting form shall be used for the reporting of all accidents whether to property, employee or general public there to be no exceptions.

Further to the above it is a requirement to report all accidents, however minor. Serious accidents or major incidents should be reported immediately to the Parish Clerk verbally.

Should a contractor use a sub-contractor for any works it is a requirement under the Health & Safety at Work Act 1974 for sub-contractors to conduct their work activities in such a way as to ensure that other persons are not exposed to risks to their health and/or safety.

## **ACCIDENT REPORTING**

When an accident/incident occurs, action must be taken. Injuries must receive prompt attention, and any immediate danger should be alleviated.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and the Social Security Act 1975 require organisations to record accidents/incidents and also to investigate and report to the nearest office of the Health and Safety Executive (HSE) accidents which result in the following: -

- (a) FATALITIES;
- (b) SPECIFIED MAJOR INJURIES (see RIDDOR leaflet);
- (c) EMPLOYEES BEING ABSENT FROM WORK FOR MORE THAN 3 DAYS;
- (d) REPORTABLE INDUSTRIAL DISEASES; (see RIDDOR leaflet)
- (e) DANGEROUS OCCURRENCES.

The organisation is also required to investigate and report any Dangerous Occurrences (see RIDDOR leaflet).

### **EMPLOYEES RESPONSIBILITIES**

It is the duty of all Staff who have an accident/incident or witness an accident/incident to another employee, visitor or member of the public to ensure that everything possible is done to minimise damage, particularly injury to persons.

Therefore: -

- (a) Obtain First Aid treatment for the injured person,
- (b) Ensure that the accident/incident is reported to the Parish Clerk,
- (c) Record the accident/incident by filling in the Accident Book.

### **EMPLOYERS RESPONSIBILITIES**

The **Parish Clerk** is to: -

- (a) Establish whether the circumstances or the result of the accident/incident are immediately reportable under RIDDOR as a Major Injury or as a Dangerous Occurrence;
- (b) Investigate the accident/incident and ensure that all necessary steps have been taken to prevent any immediate further injury or damage to property;

- (c) Ensure that an entry in the Accident Book has been made;
- (d) Take what steps are necessary to remedy the cause of the accident/incident to prevent a reoccurrence;
- (e) Ensure that if an injured employee is absent from work, or unable to carry out their normal work for more than 3 days (not including the day of the accident) Form F2508 is completed and sent to the nearest office of the Health and Safety Executive (HSE) within 10 days of the accident.

## **FIRST AID**

The **Health and Safety (First Aid) Regulations 1981** place a general duty on employers to make, or ensure that there is made, adequate **First Aid** provision for their **employees** if they are injured or become ill at work.

The **Health & Safety Executive (HSE)** has issued an **Approved Code of Practice (ACOP)** to accompany these Regulations.

The **ACOP** requires employers to **assess hazards in the workplace** and make appropriate provision based upon that Assessment. In the working environment these **First Aid** provisions should consider **employees, visitors, and users of premises.**

**An organisation, in accordance with the requirements of the First Aid Approved Code of Practice,** will need to provide suitable and sufficient **First Aiders** or **Appointed Persons** at all of its premises, ensuring that adequate First Aid cover is always maintained.

A **First Aider** is a person who holds a current **First Aid Certificate approved by the HSE.** The most familiar approved qualifications are those provided through courses organised by the **Red Cross** and **St. John's Ambulance Brigade.**

An **Appointed Person** is someone authorised to take charge of the situation if there is an injury or illness (and generally would have received emergency First Aid training).

The **names** of all such persons should be **displayed at strategic points** and on or beside any **First Aid box.**

### **FIRST AID BOXES**

**First Aid boxes** should contain a enough quantity of suitable **First Aid materials** and **nothing else.**

**First Aid boxes** should be designed to protect the contents from damp and dust and should be clearly marked with a **white cross on a green background.**

**First Aid boxes** which form part of an establishment's **First Aid** provision should **only contain those items which First Aiders have been trained to use.**

**First Aiders and Appointed Persons** are responsible for ensuring that **First Aid boxes** contain the correct type and quantity of First Aid materials.

It must be emphasised that **First Aid boxes should NOT contain drugs of any kind including Aspirin or similar painkillers,** and such medicines **should NOT be issued by First Aiders to staff, or any other person treated,** as there is a danger of adverse reaction in some cases. This extends to **antiseptic creams or liquids, lotions etc.** which may aggravate injuries in some cases.

**First Aid boxes** should be available **in the Community Hall and the Satellite Building** and each **First Aider** should be able to access the First Aid Box.

## **FIRE PROCEDURE & INSTRUCTIONS**

In the presence of **FIRE**, panic and the urge to get away are natural reactions. Information about the action to take, and practice in that action, is essential to ensure the optimum response in the event of a fire.

**Practice fire drills** should take place at regular intervals in appropriate locations, they should be logged, and the time taken to evacuate recorded.

Copies of notices giving simple guidance on what to do in the event of **FIRE** are displayed in all workplaces and premises where persons could be at risk from fire.

### **ACTION ON HEARING THE ALARM**

- (a) **EVACUATE THE BUILDING** by the nearest available exit, ensuring all persons under your control leave with you;
- (b) **DO NOT** collect personal belongings (e.g. coats and bags);
- (c) **DO NOT** run or panic - there is no need. Move swiftly but calmly;
- (d) **CLOSE THE DOOR** if you are the last person to leave a room;
- (e) **PROCEED** to the designated assembly point which is at the north end of the changing rooms at the other side of the car park;
- (f) **DO NOT RE-ENTER** or allow other persons to enter the building until told to do so by a person in authority.

### **IF YOU SHOULD DISCOVER A FIRE**

- (a) **OPERATE THE ALARM** from the nearest point;
- (b) **ENSURE ALL PERSONS** under your control **EVACUATE** the building;
- (c) **IF AND ONLY IF** you judge the use of a nearby **extinguisher** by you likely to be effective, **USE IT.**

### **DO NOT TAKE PERSONAL RISKS**

If it is not safe to use an extinguisher, **LEAVE IMMEDIATELY** following the procedure set out above;

- (d) **REPORT** the whereabouts of the **FIRE** to the person in charge of your **ASSEMBLY POINT.**

**ALL HIRERS OF THE BUILDING: -**

Make sure **YOU** know the locations of the **fire exits** and **fire fighting equipment** within the building. In an **emergency** the prime responsibility for **YOU** is getting yourself and **persons under your immediate control** out of the building.

As soon as the **fire alarm** has been sounded, a call must go out to the Fire Service either by the person raising the alarm, or by way of other persons given this duty.

## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH )

### WHAT IS A SUBSTANCE HAZARDOUS TO HEALTH?

Within your working environment, there are numerous substances which fall into the category "Hazardous to Health", e.g. **CLEANING MATERIALS, WEEDKILLER, SOLVENTS, FIXATIVES, TONER, 'TIPPEX'**, etc. These products will be labelled as dangerous in several ways, i.e. **VERY TOXIC, TOXIC, HARMFUL, IRRITANT or CORROSIVE** in line with the **Chemicals (Hazard Information and Packaging) Regulations 2002**, and are labeled as such by an **orange square with a black symbol in it, with one of the words listed above written underneath.**

### WHAT DO COSHH Regulations (2002) REQUIRE?

- \* Assess the risk to health arising from work and what precautions are needed.
- \* Introduce appropriate measures to prevent or control the risk.
- \* Ensure that control measures are used, and that equipment is properly maintained and procedures observed.
- \* Inform, instruct and train employees about the risks and the precautions to be taken.

### ASSESSMENT

You need to know what the risk is and the extent of the risk, before deciding what, if anything, you need to do about it. The assessment must be a systematic review: -

- \* What substances are present and in what form?
- \* What harmful effects are possible?
- \* Where and how are the substances used?
- \* What harmful substances are given off as a by- product of use?
- \* Who could be affected, to what extent and for how long?
- \* Under what circumstances?
- \* How likely is it that exposure will happen?

### HAZARD DATA SHEETS

All relevant **information on substances used at work** must be obtained from suppliers and made available to all **employees** likely to use or come into contact with the **substance.**

## ELECTRICITY AT WORK

**The Electricity at Work Regulations came into force on 1st April 1990 and** laid down broad guidelines about safety of electrical systems and electrical equipment.

The Regulations apply to and are enforceable in respect of all places of work where electricity is used. The main duty of employers is to ensure that the systems for distribution of electricity are constructed and maintained to prevent danger.

Within most working environments, large numbers of portable electrical equipment are in use at any given time, e.g. P.C.s, printers, photocopiers, kettles, drills, heaters, power tools, extension leads and kitchen equipment etc. All of these will be plugged into the fixed installation electrical system.

### **FIXED ELECTRICAL INSTALLATIONS**

When a system is first installed, the Electrical Supply Authority require a "**Certificate of Compliance**" before it can be connected to the Mains Supply. This is a certificate issued by a qualified electrician, stating that certain tests have been carried out, and that the System is in a fit state to be connected.

A copy of this Certificate should be available for all the buildings which the Council uses.

After this initial Certification the Fixed Wiring should need comparatively little attention. Re-testing at least every 5 YEARS should be enough unless any assessments show otherwise. Copies of the Re-Test Certificate should be attached to the electrical equipment register/inventory.

### **PORTABLE ELECTRICAL EQUIPMENT**

When an appliance is purchased, it will have been tested to ascertain that it is suitable for the purpose for which it was made, as indicated by a BSI "Kite" or BEAB Approved Mark on the equipment. So long as the equipment is to be used for the job it was designed, initially very little needs to be done.

A register of portable electrical appliances (all items with a plug) exists. All such equipment is entered the register. This is tested annually.

Electrical equipment which has not been so checked and recorded should **UNDER NO CIRCUMSTANCES** be connected to the Council's electrical supply circuitry. Similarly, contractors, performing artists, etc. should provide for inspection up to date documentary proof of the electrical integrity of their electrical equipment. Staff should be instructed that their own personal electrical equipment should not be connected to the Council's electrical supply without express permission having first been given and the equipment tested and recorded as it would have been had it been the Council's property.



## **THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999**

These regulations provide a general framework of Regulations and Codes of Practice for the Management of Health & Safety at Work which are wide-ranging and overlap with many pieces of existing legislation.

Because of that broad range it is difficult to summarise, but aspects covered included: -

- # Risk assessments;
- # Health & Safety arrangements;
- # Health surveillance;
- # Health & Safety assistance;
- # Procedures for serious and imminent Danger;
- # Information for employees;
- # Co-operation and co-ordination;
- # Persons working for others, and self-employed persons;
- # Capabilities and training;
- # Employees duties;
- # Temporary workers.

### **The Parish Clerk will need to:-**

- (i) Ensure that the appropriate risk assessments are carried out and recorded where necessary;
- (ii) Implement, monitor and review preventative and protective measures;
- (iii) Ensure that emergency procedures are in place and are formally recorded;
- (iv) Ensure that the appropriate information, instruction and training is provided.

### **All Employees have a duty to: -**

- (i) Take reasonable care for their own and others Health and Safety;
- (ii) Use all work items in accordance with training and advice;

- (iii) Co-operate with their employer about Health and Safety matters;
- (iv) Report accidents and dangerous incidents;
- (v) Notify their employer of any shortcomings in Health and Safety arrangements.

## **THE WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992**

These regulations apply to almost all workplaces;

### **The Parish Clerk will need to ensure that: -**

- # Workplaces and work equipment are maintained and cleaned;
- # Workplaces are "suitably and sufficiently" ventilated and lit, and a reasonable temperature maintained;
- # Employees have "sufficient" workspace and workstations are "suitable" for them;
- # Floors, staircases and escalators are safe;
- # Persons are protected against falls (or falling objects);
- # Windows and doors are safe (safety glass where necessary) and safe to open (and clean);
- # Pedestrians are protected from vehicles;
- # "Suitable and Sufficient" sanitary conveniences and washing facilities (including showers where required) are provided;
- # Wholesome drinking water is provided;
- # Accommodation for outdoor clothing is provided (including changing rooms where necessary);
- # Suitable facilities are provided for staff to rest, especially for any person at work who is a pregnant woman, nursing mother or non-smoker.

### **All Employees have a duty to: -**

- # Act in such a way as not to jeopardise their own, other employees or any other person's, health, safety or welfare.

## **THE HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992**

These Regulations deal with the Health & Safety requirements when working with Display Screen Equipment (DSE). They are intended to protect staff who habitually use DSE as a significant part of their work. They are concerned not only with the effect that display screens may have on eyesight, but also the prevention of muscle and joint problems due to poor job and workplace design, and the physical and mental stress caused by prolonged continuous use.

This may mean, if the workstation assessment finds it necessary, the provision of new chairs, footstools, document holders, etc., or the revision of work patterns and assurance that any new DSE equipment is suitable.

### **The Parish Clerk will need to make arrangements to: -**

- # Assess workstations and reduce risks to Health & Safety;
- # Ensure that workstations meet minimum requirements;
- # Plan work to ensure breaks or changes of activity occur during prolonged use;
- # Arrange for eye tests if requested by staff who qualify and if necessary, provide corrective glasses needed specifically and solely for use with DSE;
- # Provide information and training for DSE users.

### **ALL OF THE ABOVE SHOULD BE CARRIED OUT IN ACCORDANCE WITH THE CODE OF PRACTICE HELD CENTRALLY.**

### **All Employees have a duty to: -**

- # Inform their employer of any medical condition that may affect, or be affected by, their use of DSE;
- # Ensure that workstations and DSE are suitably adjusted to minimise Health and Safety risks.

## **THE PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 2002**

The **Management of Health and Safety at Work Regulations 1999** require employers to identify and assess the risks to Health and Safety present in the workplace, so enabling the most appropriate means of reducing those risks to an acceptable level to be determined. There is in effect a hierarchy of control measures, and PPE should always be regarded as the "last resort" to protect against risks; engineering controls and safe systems of work should always be considered first.

However, in some circumstances PPE will still be needed to control the risk adequately, and these Regulations will then take effect.

### **The Parish Clerk will need to: -**

- # Assess the need for PPE;
- # Select the most suitable PPE;
- # Provide, maintain and store PPE correctly, and replace it as necessary;
- # Ensure that information, instruction and training is given;
- # Ensure proper use and the reporting of loss or defect of PPE;

### **All Employees have a duty to:-**

- # Ensure that they use, maintain and store PPE in accordance with any instructions or training which they have received.

## **THE MANUAL HANDLING OPERATIONS REGULATIONS 1992**

The Regulations apply to any means of transporting or supporting a load (including the lifting, pushing, pulling, carrying or moving thereof) by hand or by bodily force.

The term 'load' includes any person or animal.

### **They require a process of: -**

- (a) Avoiding the need to lift and carry wherever possible;
- (b) Assessing those operations that are unavoidable;
- (c) Reducing the risk of injury.

There are NO SPECIFIC REQUIREMENTS such as weight limits, but an informal assessment will indicate which activities will need a more thorough assessment to be undertaken.

### **Ways of reducing risk could include: -**

- (i) Improving the environment;
- (ii) Providing information on safe lifting techniques;
- (iii) Considering individual capabilities;
- (iv) Using mechanical aids.

### **The Parish Clerk needs to: -**

- (a) Identify all staff who are involved in manual handling operations;
- (b) Carry out an informal assessment to identify all those activities that involve a potential risk and therefore require formal assessment.

Most everyday manual handling operations will not involve risk and therefore will require no further assessment unless there is a significant change in the operation.

### **All Employees have a duty to:-**

- (a) Make use of all appropriate equipment provided for them, in accordance with the training and instructions that their employer may have given them. Such equipment will include machinery and other aids provided for the safe handling of loads;
- (b) Follow appropriate safe systems of work laid down by their employer for the handling of loads.

## **THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998**

Work equipment means any machinery, appliance, apparatus or tool and any assembly of components which, in order to achieve a common end, are arranged and controlled so that they function as a whole, e.g. lawn mower, portable drill, hand saw, soldering iron, hammer, socket set and computer.

The regulations impose a duty to inspect work equipment where incorrect installation, deterioration due to working conditions, or exceptional circumstances could produce a significant risk. Examples of this include ladders, saws, grinding machines, and tractors. The need for a regular inspection should be determined by risk assessment.

The results of any inspections must be recorded, and this should include the type and model of the item, its usual location, date of inspection, faults found, and action taken, and date of repair.

### **The Parish Clerk must ensure that: -**

- # Work equipment is suitable;
- # Equipment is maintained in an efficient state of good repair;
- # Suitable information, instruction and training is provided in respect of the safe use of work equipment;
- # There is suitable and adequate guarding of all dangerous parts of machinery, and that these are maintained in efficient working order and good repair;
- # Work equipment is provided with, where appropriate, starting and stopping controls and emergency stop controls;
- # Controls on equipment that are easily identified as to what each control does and on which equipment it has effect;
- # Equipment is capable of being isolated from its source of energy;
- # Work equipment is stable;
- # Adequate lighting is provided at any place where a person uses work equipment
- # Marking of warnings on work equipment are clearly visible and unambiguous, easily perceived and easily understood.

### **All Employees have a duty to: -**

- (i) Use correctly all work items provided by their employer in accordance with the training

and instructions they receive to enable them to use the items safely;

(ii) Not interfere with or misuse anything provided for their health, safety and welfare.

- Refreshed and approved by the Parish Council on Tuesday 10<sup>th</sup> May 2016
- Approved by the Parish Council on Tuesday, 9<sup>th</sup> May 2017
- Approved by the Parish Council on Tuesday, 8<sup>th</sup> May 2018
- Approved by the Parish Council on Tuesday, 10<sup>th</sup> December 2019
- Approved by the Parish Council on Tuesday, 14<sup>th</sup> July 2020

Next date of review: July 2021

## **Extracts of the Health & Safety Policy**

**I have read and understand the attached extract of the Health & Safety Policy**

**Name.....Signature.....**