

HEALTH AND SAFETY POLICY

1. GENERAL STATEMENT OF POLICY

- 1.1. The Council's policy is to provide and maintain safe and healthy working conditions, equipment, and systems of work for all its employees, and to provide such information, instruction, training, and supervision as they need for this purpose.
- 1.2. The policy will be kept up-to-date, particularly as the Council's activities change in nature and size. To ensure this, the Policy and the way in which it has operated will be reviewed every year by the Council. Although risk assessment is a continuing process, it shall form part of the Council's annual review.

2. RESPONSIBILITIES

- 2.1. Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work Act 1974 and Regulations made under the Act and the Occupiers Liability Act is that of Frampton Cotterell Parish Council.
The Parish Council will consult with the Clerk on all matters relating to Health and Safety.
The Clerk is responsible for this Policy being carried out.

2.2 The following are responsible for safety in particular areas:

The Clerk, Officers, and Members – Home Office.

- 2.3 All employees should not interfere with anything provided to safeguard their health and safety.
- 2.4 Whenever the Clerk notices a health or safety issue, which they are not able to put right, they must advise the Chairman.
- 2.5 The Accident Record Book is kept in the office and kept up-to-date.
- 2.6 Risk assessments, and actions resulting from them, are the responsibility of the Parish Council. Action required to remove or control risks will be approved by the Parish Council. The Clerk will be responsible for ensuring the action required is implemented. The Clerk will check that the implemented actions have removed or reduced the risks. Risk assessments will be reviewed annually, or when the work activity changes, or following an accident, whichever is soonest.
- 2.7 COSHH (Control of Substances Hazardous to Health Regulations 2002) assessments are the responsibility of the Parish Council. The Clerk will be responsible for ensuring that all actions identified in the assessments are implemented. The Clerk will ensure that new substances can be used safely before they are purchased.

COSHH Assessments will be reviewed annually or when work activity changes, whichever is soonest. A First Aid box is available at the general place where the Parish Council meets.

3. SPECIFIC POLICIES

3.1 Policies for particular premises and activities are attached as Annexes as follows:-

1. Home Working

4. EMPLOYMENT OF CONTRACTORS

4.1 The notes to be given to contractors are attached at Annex 3.

5. REPORTING AND RECORDING ACCIDENTS

- 5.1 The Clerk or Officer present shall record all accidents in the accident book.
- 5.2 Any resident's accident on open public spaces for which the Parish Council is responsible, shall be reported to the Clerk and recorded in the accident book.

6. HEALTH AND SAFETY POLICY

6.1 All employees will be issued with a copy of this document with their terms and conditions of employment.

7. INFORMATION, INSTRUCTION AND SUPERVISION

- 7.1 Health and Safety advice is available from the Clerk.
- 7.2 The Parish Council is responsible to ensure that all employees are given relevant health and safety information.

8. TRAINING

- 8.1 The Parish Council has overall responsibility for training.
- 8.2 Employees will be provided with specialist training relating to their duties.
- 8.3 Training records are kept by the Clerk in staff records.
- 8.4 Training will be identified and monitored by the Parish Council. The Clerk will arrange any necessary training.

9. MONITORING

- 9.1 The Clerk is responsible for investigating any accidents and reporting them to the Parish Council.
- 9.2 The Clerk is responsible for investigating work-related causes of sickness absences and reporting them to the Parish Council.
- 9.3 The Parish Council is responsible for acting on investigation findings to prevent a recurrence and reviewing the relevant risk assessment(s).

HOME WORKING / LONE WORKING OFFICES - ANNEX 1

1. Heating, Lighting and Ventilation

- a) Temperature must reach a minimum of 16 degrees celsius within one hour of the normal start of work time.
- b) Office lighting. Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided, or placed so as to minimise the danger of trailing electrical leads.

2. Electrical Equipment

- a) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- b) 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, typewriter: 3 amp fuse; 2-bar heater, kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- c) Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors.
- d) 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.
- e) Defective equipment must never be used. Employees should not attempt to effect repairs to electrical equipment, unless competent and qualified to do so.

3. Furniture, Fittings and Equipment

- a) Heavy equipment and furniture must not be moved by an individual.
- b) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- c) 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.
- d) 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.

4. Personal Safety

Officers and Members should make arrangements to meet contractors or members of the public, at a suitable venue open to the public. If the meeting is arranged outside, in the village, the person may wish to ask for a Councillor or member of staff to accompany them. No-one should make arrangements to meet contractors, residents, or representatives from local authorities etc. at their home.

LIFTING AND HANDLING ANNEX 2

Good Techniques for Manual Handling:

1. Keep feet apart, bending the knees, and keeping the back as straight as possible.
2. Test the weight of the load before you lift it. If it is too heavy for you to lift then ask for help.
3. Keep the load as close to the body as possible.
4. Keep twisting of the torso to a minimum if turning to one side. Move your feet instead.
5. Lift or carry goods in small amounts where possible.
6. Wrap the load or use gloves if it has sharp edges.
7. Use a table or bench as a half-way resting point.

NOTES FOR CONTRACTORS ANNEX 3

For Frampton Cotterell Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises 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. 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 all relevant statutory provisions.
2. 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.
3. 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 Act or any of the 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 involving you or your employees.