



ALDERHOLT PARISH COUNCIL

HEALTH & SAFETY POLICY

Health & Safety Policy Statement

Alderholt Parish Council ('the Council') recognises that it has statutory obligations under the Health and Safety Acts to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, contractors, tenants, hirers and members of the public. It is our policy to provide information, instruction, training and supervision as needed for this purpose.

The Council also accepts the responsibility of the Health and Safety of other people who may be affected by its activities and actively seeks support from all employees, whatever their status, in the promotion of strategies and procedures to achieve the objectives of this Health & Safety Policy ('the Policy').

Accordingly, it will, so far as is reasonable and practicable, take steps to meet this responsibility 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 articles and substances.
- c) Sufficient information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
- d) Safe places of work and safe access to them. Safe public areas where these are under Council control.
- e) A safe and healthy working and operating environment.
- f) Adequate facilities for welfare at work.

All employees and members of the public are reminded of their duty to take reasonable care for the safety of themselves and others who may be affected by their acts or omissions and to co-operate with others who may be affected by their acts or omissions and to co-operate with council staff to secure compliance with statutory duties placed upon them. This is in addition to the responsibility of the council and its managers/ supervisors for ensuring generally safe conditions of work.

You must not do anything that could threaten the health or safety of yourself, fellow employees, or members of the public. (Health & Safety Act 1974 and the Management of Health and Safety at Work Regulations 1999).

The arrangements for the implementation of this Policy are set out in Sections 2 and 3

The Policy will be kept up to date as required and, as a minimum.

A copy of this policy is issued to all employees and councillors.

Section 2

Day to Day Health and Safety Responsibilities

The Council

- Should maintain an effective programme to ensure that all workplace hazards are systematically identified, and appropriate measures introduced to control these hazards. Risk assessments are to be undertaken where necessary and to take account of changes within the workplace.
- Should ensure all employees have the opportunity to participate in the development of good working practices, have all relevant documentation relating to Health and Safety available, receive training where relevant and are provided with the necessary information to undertake their duties safely.
- Should ensure all necessary personal protective equipment is provided to employees, that they are trained in its use and proper maintenance and storage.
- Should encourage all staff to set a high standard of health and safety management.
- Should insist that all contractors comply with the necessary health and safety standards.

Employees

- Should take responsibility for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- Should co-operate with the Council to achieve a healthy and safe workplace and report any health and safety problems that arise which they are unable to resolve themselves.
- Should carry out their duties in a way that does not adversely affect their own health and safety and that of others and to ensure that personal protective equipment is used at all times if required.
- Should not misuse any equipment provided in the interests of health and safety and their welfare.
- Should undertake any training and/or instructions in health and safety related subjects to ensure that they are competent to carry out their health and safety responsibilities.

Section 3

Arrangements for Health and Safety Systems and Procedures

General Safety and Conduct of Employees

- Employees are reminded of their moral and legal responsibility for conducting themselves in such a manner in their work so as not to expose themselves or others to risk. To this end the Policy is a document that must be read, understood and implemented by all employees.
- A declaration by the employee must be signed when the Policy has been read and understood.
- Employees must not promote or participate in any action that may result in accident or injury.

Accidents

- All injuries, no matter how small, must be recorded, including injuries to staff, sub-contractors, visitors and members of the public. Some may need to be reported to the Health and Safety Executive.
- An accident is defined as “an unplanned event with the potential to cause damage to property or injury to people”. There is no such thing as a minor accident. An object falling from height that does not result in damage or injury is still an accident and would need to be recorded as a ‘near miss’. It is essential that all accidents are recorded, especially those involving injuries.
- All accidents and near misses will be recorded in an accident book. The Parish Clerk will ensure that suitable investigations are undertaken, and reports made, where relevant.
- Some accidents must be reported to HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). These are generally major incidents. Failure to report is an offence.

First Aid

- In the event of a person being hurt, the first responsibility is to ensure that any necessary first aid is promptly administered to the injury.
- First Aiders are only expected to administer help and assistance to a level which they feel comfortable and confident with.
- The first aid box is sited in the Committee Room.
- The Council's trained first aiders are the Parish Clerk & Assistant Clerk

Staff Training

- All staff will be given training relating to evacuation procedures, accident procedures and availability of first aid. Other training will be carried out as the need arises and records kept.

Fire Safety

- The assembly point is the front corner of the Car Park of the Village Hall or the front of the Hall if the gates are locked. All users of the Committee room are responsible for fire procedures during the period of use.
- The fire alarm system is tested weekly and checked annually, by the Village Hall Management Committee, as directed by the fire safety contractor.
- The emergency lighting is tested monthly and checked annually by the Village Hall Management Committee, as directed by the fire safety contractor.
- All fire extinguishers are checked annually by the Village Hall Management Committee.
- Fire Alarm system to be checked annually by the Village Hall Management Committee.
- The Village Hall Management Committee is ultimately responsible and will oversee that fire requirements are adhered to.
- All Parish Council staff are expected to assess risks on a day-to-day basis and to carry out housekeeping checks to identify any potential fire hazards.

Electrical Safety

- A programme of inspection of portable electrical equipment will be undertaken.
- All employees to visually inspect work equipment noting any hazards.
- A PAT test of electrical equipment to be done annually by a competent person. The results to be recorded and all equipment to be marked at the plug noting the date for retest. Any equipment failing this test will be removed.
- An electrical installation condition inspection to be carried out every 5 years to ensure suitability and as part of the fire safety management systems.
- Tenants are required to provide evidence that their PAT testing has been carried as required.

Visual Display Units (VDUs)

- All employees covered by the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) are to be provided with the Health and Safety Executive information and training booklet "Working with VDUs" about the correct use of computers, the positioning of desk, chair, monitor etc.
- All employees to ensure that the workspace and equipment meets their requirements and to inform the Town Clerk of any reasonable adjustments or additional equipment that are required.
- All employees to be encouraged to take regular breaks, every 40-50 minutes to enable the body to recover from the fatigue of holding a static position.
- All employees to be made aware that their employer will provide an eye test should it be required.

Lifting and Handling

- The Council does not expect staff to lift and carry heavy weights and when required, both external contractors and the appropriate equipment will be sourced for this purpose.
- The Council will issue all staff with manual handling guidance issued by the Health and Safety Executive.

Driving at Work

- If an employee uses their own vehicle, they are required to maintain it in a roadworthy condition. They must also ensure they have the appropriate business use insurance cover and a current MOT certificate, if applicable.
- It is offence to use handheld mobile phones and PDAs whilst driving.
- Any road accidents whilst travelling on business must be reported to the Parish Clerk.

Risk Assessments

- The Parish Clerk is responsible for overseeing that suitable risk assessments are undertaken where necessary.
- The Green Spaces Group shall provide a risk assessment prior to each event when working on projects in the parish.
- The purpose of the risk assessments will be to identify the existing measures required to reduce risk and to assess whether any additional measures are necessary.

- Any findings to be reported to the Council. Actions required to remove/control risks to be approved by the Council.
- A risk assessment of the Council offices to be carried out and reviewed annually.
- Should any member of staff notify the Council of pregnancy, a risk assessment will be carried out on her work role according to the requirements of the management of Health and Safety at Work Regulations 1999.

Lone Working

- The Council will take all reasonable steps to avoid staff working on their own but there will be occasions when this will be unavoidable.
- All staff to be provided with a copy of the Lone Working Policy and Procedure.

Stress Management

- The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them” This makes the distinction between pressure, which can be positive if managed correctly and stress, which can be detrimental to health.
- The Council is committed to protecting the health, safety and welfare of employees and recognizes that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.
- The Council to conduct risk assessments to manage stress or to control risks from stress and provide training for all managers and supervisory staff in good management practices.
- The Council to provide confidential counselling for staff affected by stress caused by work and will monitor factors highlighted as stressful, manage change appropriately and seek to understand employee’s concerns.

Smoking at Work

- It is Council policy that all council workplaces are smoke free.
- Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. Substantially enclosed includes door entrances. The same prohibition applies to vaping (the use of electronic cigarettes).
- The Council to implement a Smoking policy which outlines procedures it will follow in the event of non-compliance.
- “No Smoking” signs to be clearly displayed in the Council office.

Policy Review

- This Policy will be reviewed and updated following any major changes in procedures, personnel or annually whichever occurs first.
- All risk assessments and training records to be kept available for inspection.

Adopted: 11th September 2023, Minute reference 149/23 (i)

Review: May 2024.