

**ALBRIGHTON PARISH
COUNCIL**

**HEALTH & SAFETY
POLICY**

ALBRIGHTON PARISH COUNCIL

Chairman's statement on Health and Safety

Albrighton Parish Council recognises and accepts its statutory duty to comply with all relevant health and safety legislation. It is the policy of the Council to provide and maintain a healthy and safe working environment and the Council endeavours to seek high standards of safety in the execution of all aspects of its work.

The Council's health and safety aim is to minimise the number of instances of occupational accidents and illnesses and to achieve an accident free workplace.

Albrighton Parish Council recognises and accepts its duty to protect the health and safety of all visitors to the Council offices and the Albrighton Library building, including contractors and temporary workers, as well as any member of the public who may be affected by the Council's operations.

While the Council will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the Council. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of themselves or any other person.

Appropriate preventative and protective measures are, and will continue to be implemented following identification of work related hazards and assessments of the risks associated with them.

We recognise the importance of employer/employee consultation on matters of health and safety and the value of individual consultation prior to allocating health and safety functions.

The contents of this statement will be reviewed annually to reflect any changes to the Health & Safety at Work Act.

Whilst the Parish Council recognises its' duties and responsibilities under the Health & Safety at Work Act, the objectives of this safety statement can only be achieved through the support and co-operation of employees and all other persons who use the premises – i.e. contractors, users, members of the public and students.

Peter Woodman
Chairman
Albrighton Council

RESPONSIBILITIES AND DUTIES

THE COUNCIL'S DUTIES WILL BE IN PARTICULAR

To observe the requirements of the Health and Safety at Work Act 1974 and all other relevant legislation, Codes of Practice, Health and Safety Executive Guidance Notes and recommendations of H.S.E Inspectors and Environmental Officers during visits.

1.0 The Clerk accepts overall responsibility for Health and Safety within the Council, but to assist the Clerk a 'Competent Person' shall be nominated by the Parish Council.

2.0 The Clerk will as far as is reasonably practicable take all steps to meet this responsibility by:-

- Ensuring that systems of work are identified which are safe and without risks to health, to employees and any other person likely to be affected by work activities.
- Making proper arrangements for the use, handling, storage, use and disposal of articles and substances at work which are safe and without risks to health.
- Providing such information, instruction, training and supervision as is necessary to secure the health, safety and welfare at work of all employees.
- Ensuring that the Health and Safety policy is revised and updated as and when necessary after liaison with the relevant people. Communication of any such changes will be made to all employees. Regular meetings will be held with staff members – at least twice per year.
- Ensuring that effective means of communication are encouraged and maintained throughout the organisation to promote all aspects of health, safety and welfare.

3.0 The duties of the 'Competent Person' include the following:-

- Monitor the implementation of the Council's Health and Safety Policy.
- Assess the risks to the Health and Safety of all operations and identify safe systems of work and where hazards are identified, implement controls to minimise those risks.
- Ensure the health and safety of members of the public.
- Ensure the competence of all sub-contractors, by assessing their Health and Safety policy, method statements, risk and COSHH assessments.
- Ensure that all incidents, accidents and dangerous occurrences are thoroughly investigated and reported to the appropriate authority if necessary.
- Provide for safety reports to be completed and take action as necessary.

- Ensure that agreed methods of work, risk and COSHH assessments are adhered to.
- Ensure that operatives are competent and hold appropriate certificates or proof of competency to operate tools and machinery.
- Ensure that all equipment is safe to use and necessary certificates produced.
- Arrange for the issue and use of Personal Protective Equipment.

4.0 Risk Assessments

The basis of health and safety management is that:-

- Hazards are spotted.
- The risks from them are quantified.
- Controls are brought in.

Throughout Albrighton Parish Council's operations, work activities will be risk assessed by the Clerk and 'Competent Person' and controls brought in on the basis of those assessments.

The assessments will be kept and the results made available to the employees affected.

Priorities for health and safety advice will be based on the outcomes of the risk assessments.

Work activity risks will be assessed - unless they are trivial or are routine ones arising from life in general - and significant findings recorded.

All types of work will be considered, including non routine tasks, work done out of hours or on site.

Where a significant risk is identified it will be controlled on the following principles:

- Where possible the risk will be avoided altogether
- The risk will be tackled at source
- The work will be adapted to the employee - not the other way around.
- Priority will be given to controls benefiting the most people
- Employees will be kept informed
- Others affected by a risk will be kept informed.
- All risk assessments will be reviewed on an ongoing regular basis and all findings will be recorded and documents kept.

5.0 Distribution and Review of Written Safety Policy (WSP)

Once a WSP has been produced it must be brought to the notice of all employees and revised when appropriate.

- The Parish Clerk must ensure through the normal supervision process – that employees:
- Read the Policy
- Understand the sections applying to them
- Raise any queries, and receive answers.
- The Parish Clerk will ensure a copy of the WSP is sent to:
- Members of the Parish Council.

Where it will help contractors to understand the Parish Council's approach to health and safety and to work safely the Parish Clerk will send a copy with tender/order documents.

The review of the WSP will be a joint effort by the Parish Clerk, and the Council's 'Competent Person'.

6.0 Employees' Responsibilities

Every employee is required by Law:

- Not to put themselves or anybody else at risk.
- Not to interfere with or misuse anything provided for safety reasons.
- To co-operate with management's attempts to improve safety.
- To advise the Parish Clerk of any health and safety problems likely to affect any person
- Work in the safe manner that they have been trained and instructed in.
- To take reasonable steps for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work, as regards any duty or requirement imposed on the employer or any other person by or under any of the relevant statutory duties to co-operate with the Council to promote all aspects of health, safety and welfare.
- To maintain high standards of personal hygiene.

8.0 Protective Clothing

- Where risks to employees cannot be controlled by other means, personal protective equipment will be provided as a last resort.
- This will be free of charge to employees, who will be trained to use the (P.P.E.)
- This will have been chosen by assessing the risk involved and taking into account the individual who will be using it.
- The Parish Clerk will ensure that the employees provided with P.P.E are wearing it when they should, in the way they should and that it is being maintained, kept clean and replaced when necessary.
- Personal Protective equipment may include:
- Eye protection - glasses, goggles, visors
- Ear protection - ear plugs, ear muffs
- Visibility garments - high colour clothes, retro-reflective garments
- Foot protection toe caps, mid-soles
- Respiratory protection - masks, respirators, breathing apparatus
- Leg protection - ballistic trousers, shin pads
- Hand protection - gloves, gauntlets, chain mail gloves

- Skin protection - leggings, arm covers - but not barrier cream
- Body protection - aprons, boiler suits, weather protection
- Head protection - helmets, bump caps

9.0 Ladder Safety

Where there is a need for employees of Albrighton Parish Council to work at height and ladders are used, there is a need to ensure:

The Clerk is informed whenever ladder work is necessary (before work commences)

10.0 Manual Handling

There is a range of tasks done throughout the Parish Council that involves lifting, carrying, moving, pulling, pushing etc staff should be encouraged to attend Manual Handling Training Courses.

11.0 Noise

A range of tasks done by some employees of the Parish Council may expose them to high levels of noise.

It is recognised that permanent damage to their hearing could result and the Parish Clerk will ensure that the following controls are implemented: Machines will be purchased / hired which produce the least amount of noise when used.

Hearing protection will be provided for employees who will be instructed how to maintain it and the Parish Clerk will ensure it is worn.

12.0 Fuel Storage and Use

A small can of petrol is stored for the purpose of small groundwork machinery.

The container shall be fit for the purpose of petrol storage. (10 litre maximum of sound vapour tight construction and correctly labelled.)

Storage of petrol shall not exceed 15 litres at any one time. No sources of ignition shall be introduced next to the storage area. In case of fire, dry powder extinguishers are fitted in the garage.

12.1 Storage Safety

Albrighton Parish Council have to store a wide range of items and have various store cupboards, rooms and buildings to use.

As poor storage can lead to fire hazards and health and safety risks from trips, falls and falling items, all employees will be expected to assist in achieving safe storage by:

- Only storing those items that have to be stored
- Storing items in the stores provided for them
- Storing items in a tidy manner
- Storing items so that walkways, exits and access to other stores are never blocked

- Storing items so they cannot fall
- The Parish Clerk will make regular checks of storage areas as part of their routine safety checks and will inspect each once a year with a view to identifying what items can be discarded.

The notice '**Health and Safety Law - What you should know**' will be posted on the Parish Council premises as demanded by Law.

13.0 Needle stick Injuries

When employees of Albrighton Parish Council carry out litter picking and collection, there is a possibility they will come across discarded hypodermic syringes.

As the needles can cause contaminated puncture wounds, the Parish Council will ensure:

- Employees are aware that syringes may be found in litter and when clearing parks etc
- That litter that may contain syringes is removed by litter tongs.
- That if hands have to be used, gloves are worn at all times.
- That any syringes found are placed in a 'Sharps Box' before its collection by the appointed contractor.
- Those employees who find a syringe tell their supervisor so they are alerted to areas where extra care is needed.
- **Any employees receiving a puncture wound from a broken syringe or syringe needle will be instructed to seek immediate medical attention.**
- As the Wardens duties mainly involve lone working, he will complete a planned worksheet daily in order that Albrighton Parish Council are aware of his whereabouts.

14.0 Accident Reporting and Investigation

(NB includes ill health related to work)

All accidents to employees and others must be:

- Reported to the Parish Clerk.
- Recorded on a Personal Accident Form by either the Parish Clerk who will investigate the accident.

The Parish Clerk will receive a copy of every completed Personal Accident Form and ensure notification of those accidents that require it to the Health and Safety Executive. (RIDDOR – The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

14.1 Hazard reporting

Albrighton Parish Council seeks to reduce risk;

Officers will carry out regular inspections of all areas of work through programmed inspections by the 'competent person'.

Employees will be encouraged to advise the Parish Clerk of any situations they consider hazardous to them, their work colleagues or any other visitors to Council's or premises.

Employees should make a brief note of any hazard they observe and pass it to the Parish Clerk.

The Parish Clerk will then investigate – taking advice if necessary – and respond to the employee – indicating what action is needed and when it will be taken.

15.0 Hazardous Substances

'Hazardous Substance' means anything that can cause harm in the way it is used and includes micro-organisms, dust, by-products, as well as chemicals.

No hazardous substance will be in use on the Council premises unless it has been assessed for risks and the necessary controls brought in.

Where a Contractor is to use or generate a hazardous substance, an assessment will be demanded before the job starts.

16.0 Licences/Training

- Records kept on certificates obtained and when due for renewal. Copies are included on individual staff files, being mindful of data protection issues.
- Regular reviews on any additional training needed to carry out various tasks safely with competence.

17.0 Albrighton Community Building:

17.1 Building Security

All intruder, fire alarm panels and CCTV equipment shall be twice yearly tested by a competent contractor. The CCTV cameras only monitor those areas which are covered by the equipment.

Visitors

There is an extensive range of visitors coming into and onto the premises controlled by the Parish Council including:-

- Councillors
- Users
- Members of the Public
- Contractors
- Delivery Persons

Such non employees of the Parish Council are owed a duty of care.

How that duty is discharged will depend on their experience, vulnerability, duration of stay and risks they will face whilst they are there.

The Council will assess the risks to such visitors and take measure to:

- Reduce or remove them
- Inform visitors of risks so they can avoid them
- Co-operate and co-ordinate as necessary to ensure health and safety
- Actively ensure that visitors play their part in ensuring health and safety.

18.0 Office Safety

As the Parish Clerk s' duties mainly involve lone working the following procedures should be followed:-

- Office door to be kept closed at all times
- Main door to be kept locked if no users are in the building
- No females to be on call out register or to attend late night closures.
- Any alteration to times of work is to be agreed beforehand.
- Staff to inform family members of time expected back home from work
- If staff should require immediate medical attention.
- Phone emergency services

18.1 A great number of tasks undertaken by Albrighton Parish Council are carried out in an office environment, with work carried out using computers.

Offices are low risk areas but there is a range of specific matters to be considered. These include:

- Use of V.D.Us
- First Aid
- Fire Safety
- Manual Handling
- Electrical Safety
- Work Equipment
- Workplace safety

Albrighton Parish Council will:

- Analyse workstations and assess and reduce risks.
- Train and inform display screen users about the health and safety aspects of their work.
- Provide eye tests for users on request and at regular intervals afterward, and provide special spectacles where required.

18.2 Access to offices / Security/Records

- A list of all staff and Councillors aware of the keypad entry code to the Parish office will be documented.

- A list of all staff that hold keys or have access to keys will be documented.
- Archiving- details will be summarised on what records are kept in both buildings and for what length of time necessary.
- All paper documented records shall be locked in cabinets, all computers require passwords to gain access and all records should be backed up onto disk on a regular basis.
- All administrative staff is issued with a copy of Council's policy for the use of Information Technology.

19.0 Pregnant Workers

The employee should advise the employer as soon as she is aware of the pregnancy, at which time an assessment would be carried out on the potential risks associated with her condition such as manual handling, stressful situations and the general work environment.

20.0 Harassment and Bullying at Work

The Council is committed to promoting an environment where employees can work without fear of being intimidated, harassed or bullied.

Any behaviour which is unwarranted, unreciprocated and offensive and causes the person on the receiving end to feel humiliated, intimidated or distressed can be regarded as harassment or bullying

21.0 Violence

Though the range of services offered by the Parish Council and times are limited, the hazard of violence, verbal or other to the person exists from some members of the public.

- Incidents of violence will be recorded in Councils incident book.

Albrighton Parish Council will always expect violent incidents to be reported to the Police and will support employees wishing to take legal action against all perpetrators

22.0 Electricity

There is a requirement in Law to ensure that **electricity**, however it is used or encountered, does not put any employee or any other person at risk.

The fixed electrical supply in Albrighton Parish Council premises must only be extended and adapted by a competent electrician.

- Electrical Appliances, plugs and cables to be inspected every 12 months (PAT Test) and a record or tagging system used.

23.0 Emergency Lighting

- A competent electrical contractor will test the Community Centres emergency lighting annually
- Competent employees will carry out monthly tests of all emergency lighting units.

24.0 Fire Safety

- Fire extinguishers (including blankets) will be checked as in place, not discharged or obviously damaged and on an inspection schedule.
- Flammable liquids will be kept in suitable containers and areas

Albrighton Library and Parish Council's Office has fire safety notices posted throughout the building.

The procedures to be followed:

- If the fire alarm rings, all staff must leave the premises and go to the fire assembly point.

25.0 Contractors

Where Albrighton Parish Council contracts out work to outside firms or self-employed workers, prior to any work commencing the following will be requested:

- Evidence of Public Liability Insurance Policy.
- Evidence of Membership of a Professional body.

It will be the duty of all contractors to: -

- Comply with the Council's Health and Safety Policy, site rules, method statements and relevant risk assessments.
- The contractor will ensure that those involved are competent to do the job safely and that sufficient resources are provided for safety.

26.0 Asbestos

If any employee or contractor believes they have come across asbestos bearing material they must tell the Parish Clerk, who will contact the appropriate licensed Asbestos removal Company to deal with it.

27.0 Buried Services

Whenever employees of Contractors need to dig an excavation or drive anything into the ground, the presence of buried electric cables will be considered and the use of a cable locating device shall be used by a trained person.

28.0 Overhead Cables

Work will only be carried out near live overhead cables if it is reasonable in all circumstances to do so.

29.0 Construction

Where construction work is to be done for Albrighton Parish Council specific Regulations apply:

Construction Design and Management (CDM) Regulations generally apply if the project lasts for more than 30 days or will involve more than 500 person days of work. CDM also applies to non-notifiable work which involves five or more on site at any one time.

Albrighton Parish Council will only fulfil the role of client and ensure suitable management arrangements.
