

HEALTH AND SAFETY POLICY

1. GENERAL STATEMENT OF POLICY

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.3 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 etc. Act 1974 and Regulations made under the Act and the Occupiers Liability Act is that of the Parish Council of Metheringham.
- 2.2 All employees have the responsibility to co-operate with the Clerk to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.3 Whenever an employee or the Clerk notices a health or safety problem which they are not able to put right, they must inform the Risk Assessment Working Group.
- 2.4 Consultation between management and employees is provided by immediate day to day discussion with the Parish Clerk.
- 2.5 The Accident Record Book is kept by the Parish Clerk.

3. FIRST AID

- 3.1 First Aid boxes/pouches are located as follows:
Box 1: Public Toilets store cupboard, Fen Road.
Single Person: Velcro Belt Pouch 1: Village Handyman
Single Person: Velcro Belt Pouch 2: Village Litter Picker
- 3.2 Appointed persons responsible for boxes/pouches are:
Box 1: Public Toilet Caretaker
Pouch 1: Village Handyman
Pouch 2: Village Litter Picker

Metheringham, Sots Hole and Tanvats Parish Council

4. FIRE SAFETY

- 4.1 Fire extinguishers shall be visually inspected monthly in the Pavilion by the Pavilion Caretaker. Fire extinguishers shall be maintained annually a register is kept by Metheringham Primary School.
- 4.2 The fire alarm system at the pavilion shall be tested monthly in conjunction with the Metheringham Primary School. A fire drill shall be held annually at the Pavilion.
- 4.3 Fire exits shall be kept free from obstructions.
- 4.4 Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.

5. TRAINING

- 5.1 The Parish Clerk has overall responsibility for training and will ensure that all employees are fully informed of the health and safety aspect of their work.

6. SPECIFIC POLICIES

- 6.1 Policies for particular premises and activities are attached as Annexes as follows:-
 - 1. Offices.
 - 2. Grounds Maintenance and Street Cleaning.
 - 3. Caretaking and Cleaning.
 - 4. Lifting and Handling.
 - 5. General Advice to All Employees.
 - 6. Record sheet for personal protective equipment (PPE)
 - 7. Employment of Contractors

7. GENERAL ADVICE

- 7.1 General advice to all employees is attached as Annex 5.

8. EMPLOYMENT OF CONTRACTORS

- 8.1 The notes to be given to contractors are attached at Annex 7.

9. REPORTING AND RECORDING ACCIDENTS

- 9.1 Accidents shall be reported to the Parish Clerk who will record them in the Accident Record Book.

10. SMOKING

- 10.1 Smoking is not allowed in any Parish Council owned premises.

Metheringham, Sots Hole and Tanvats Parish Council

OFFICES - Annex 1

1. HEATING, LIGHTING AND VENTILATION

- a) Temperature must reach a minimum of 16 degrees C (60.8 degrees F) after the first hour of working time and be maintained between 16 degrees C (60.8 degrees F) and 20 degrees C (68 degrees F) throughout the working day.
- b) Free standing heaters must not be used unless specifically authorised. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials, and be sited away from desks and chairs.
- c) 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) All electrical equipment shall be inspected in accordance with the 1989 Regulations.
- b) Mains must not be overloaded. It is important that the correct socket outlet and plug must be used for each item of electrical equipment.
- c) 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plus fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, computer: 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.
- d) Only electrical equipment provided by the Council or agreed with 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 plugs removed from sockets overnight and at weekends.
- e) 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 metres in length.
- f) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

3. FURNITURE, FITTINGS AND EQUIPMENT

- a) Heavy equipment and furniture must not be moved by individuals.
- 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

Metheringham, Sots Hole and Tanvats Parish Council

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. FIRE PRECAUTIONS

- a) Smoke alarms must be installed and tested monthly and a record of tests maintained.
- b) Landings and stair cases must be kept clear at all times.
- c) Waste paper bins must be of metal construction and be emptied each day.

Metheringham, Sots Hole and Tanvats Parish Council

GROUND MAINTENANCE and STREET CLEANING - Annex 2

1. Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
6. Fuel tanks must only be filled in the open, with the engine stopped. Naked flames or smoking is not allowed in the vicinity of a fuel tank or fuel storage can.
7. Fuel may only be stored in a safety can of an approved type and in a designated store. A minimum quantity of fuel consistent with the job in hand to be stored.
8. The manufacturer's instructions regarding the safe use of chemicals must be adhered to (CoSHH sheets).
9. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating machinery and using chemicals including herbicides and pesticides.
10. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
11. Pathways on Council owned premises shall be inspected annually, by the appropriate working group and reported to council.

Metheringham, Sots Hole and Tanvats Parish Council

CARETAKING AND CLEANING - Annex 3

1. It is essential that care is exercised to follow all labelled instructions on containers and packages. Products should be stored away from extreme low temperatures, heat sources and naked lights, particularly those products containing hydrocarbon and other flammable solvents. Only the minimum necessary to carry out the work schedule will be kept in store.
2. Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances.
3. Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.
4. Consideration must be given to the possibility of hazardous by-products that may arise from reaction between various products, or from products exposed to heat or fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleansers (e.g. Harpic) or other acidic substances. Refer to manufactures CoSHH sheets.
5. Step-ladders which are used to gain access to heights must be in good condition and free from defects.
6. Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.
7. YOU SHOULD REPORT:
 - a) Structural faults which appear dangerous.
 - b) Floor coverings, etc. which cause a tripping hazard.
 - c) Faulty gas, electric, paraffin fixtures, fittings and equipment.
 - d) All accidents, however small, should be reported.

YOU SHOULD NOT:

- e) Attempt to repair gas, electric, paraffin fixtures, fittings or equipment, unless competent to do so.
- f) Attempt to move obviously heavy furniture alone.

YOU SHOULD:

- g) Ensure that you have the correct equipment for the job in hand including working at height.
- h) Dispose of aerosol cans in the recommended way.
- i) Dispose of soiled materials in sealed bags.

LIFTING AND HANDLING - Annex 4

1. The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused through "handling goods" than any other single action.

Manual lifting is included in this and an incorrect technique can cause:

Hernia (or rupture), torn back muscles, "slipped disc", cuts, bruises, crush injuries to fingers, hands and forearms, crush injuries to toes, cuts and bruises to the legs and feet.

2. The following basic rules are produced to help reduce these accidents:

Never attempt to lift anything beyond your capacity. If in doubt get a second person or others to help.

If mechanical aids are provided, use them.

If an object is to be lifted manually:-

- a) Bend the knees and crouch to the object.
- b) Get a firm grip using the whole hand and not the finger tips.
- c) Keep the back straight.
- d) Tuck the chin in.
- e) Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.
- f) Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
- g) Avoid pinching fingers when releasing object.
- h) When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated.
- i) Protect your toes with safety footwear.
- j) Wear protective gloves when handling objects with sharp or jagged edges.

GENERAL ADVICE TO ALL EMPLOYEES - Annex 5

1. TIDINESS

Keep floors, passages etc. clear of packages and litter.

Put waste paper in the bin. Do not throw broken glass, razor blades or other dangerous items loose in the waste bin. Dispose of these with care and ask for advice from the Clerk if in doubt.

2. FALLS AND COLLISIONS

Walk, do not run. Look where you are going.

Use care in opening doors outward.

Take care on stairs and use the handrail.

Mop up spills of liquid, do not leave it to someone else.

Do not climb on chairs, desks, window sills to reach shelves or to open windows.

Use a step-ladder and window poles etc.

3. FIRE PRECAUTIONS

READ AND UNDERSTAND FIRE PRECAUTION NOTICES

Ensure that you know the lay-out of the fire exits and emergency routes. Report or remove where possible any obstruction of fire exits and passages. Keep cloths and towels away from heaters and convectors etc.

4. HORSEPLAY

Do not become involved in horseplay, sky larking, practical jokes, it can be dangerous.

RECORD OF PERSONAL PROTECTIVE EQUIPMENT – Annex 6

NAME:	
JOB TITLE:	

NO.	ITEM	REQ Y/N	ISSUE DATE	SIGNED
-----	------	------------	------------	--------

1.	Disposable Gloves			
2.	Safety Apron			
3.	Safety Goggles			
4.	Safety helmet			
5.	Ear Muffs/Plugs			
6.	Safety boots/shoes			
7.	Groin guard and box			
8.	Arm guards			
9.	Weather protection jacket			
10.	Over trousers			
11.	Overall			
12.	High Visibility Jacket			
13.	High Visibility Coat			
14.	Hi Visibility Waistcoat			
15.	Safety Harness			
16.	Safety Belts			

OTHER RELATED ITEMS (not specifically PPE)

1.	Polo shirt			
2.	Trousers			
3.	Fleece			
4.	First Aid Kit			

NOTICE TO CONTRACTORS - Annex 7

For Metheringham Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises/Land 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 and comply with all 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 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 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.