



HEALTH AND SAFETY POLICY
(adopted by resolution on 13/02/2019)

1. GENERAL STATEMENT OF POLICY

- 1.1 The Lytchett Matravers Parish Council recognises that it has a duty of care to everyone who visits or works in or on its premises. Consequently the council's policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for our employees, council members, volunteers and contractors and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of responsibilities for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.3 This 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 operates will be reviewed every year by the Finance & General purposes Committee of the Council. Although risk assessment is a continuing process, this shall also form part of the Committee'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 and Regulations made under the Act and the Occupiers Liability Act lies with Lytchett Matravers Parish Council as a corporate body.
- 2.2 The Clerk is responsible for ensuring employees, members, volunteers and contractors are made aware of the requirements of this policy, and that they are consistently carried out at all of the Council's premises.
- 2.3 The Parish Clerk is responsible for ensuring an annual review is carried out by the Council of its insurance coverage to ensure this is complete and up to date, with appropriate levels of cover.
- 2.4 The Parish Clerk is responsible for ensuring that formal risk assessments of all council premises and facilities are carried out annually, as a minimum, and that appropriate plans are put in place to address all identified risks. See also section 6 below.

2.5 The following are responsible for health & safety in particular areas:

Responsible	Area
Parish Clerk	Council office.
Parish Clerk	Cemetery.
Parish Clerk	Allotments.

2.6 All employees, members, volunteers and contractors carry a personal responsibility to co-operate with the Parish Clerk to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.7 Whenever an employee, member, volunteer or contractor notices a health or safety problem which they are not able to put right, they have a responsibility to report the full details to the Parish Clerk immediately.

3. FIRST AID

3.1 A First Aid box is located in the Parish Office.

3.2 The Parish Clerk is responsible for monitoring and ensuring the contents of the first aid box are complete.

4. ACCIDENTS

4.1 The details of every accident or near miss must be reported in writing to the Parish Clerk as soon as is practicable after it has occurred.

4.2 The details of all such accidents and incidents will be recorded in the Accident Record Book kept in the Parish Office.

5. FIRE SAFETY

5.1 Fire extinguishers shall be visually inspected monthly in the Parish Office by the Parish Clerk. Fire extinguishers shall be inspected annually and maintained as required (currently by Churches Fire Security Ltd).

5.2 There is no separate fire alarm system in the Parish Office, but the premises are in an extension to the independently run Village Hall, and are covered by the arrangements there.

5.3 Regular electrical test certificates shall be obtained on all Council occupied premises.

5.4 Fire exits must be kept free from obstructions.

5.5 Notices must be displayed giving directions for the evacuation of buildings in the event of fire.

6. RISK ASSESSMENT AND CONTROL

Regulation 3 of the Management of Health & Safety at Work Regulations 1999 requires a 'suitable and sufficient' assessment of the risks to health and safety to be carried out unless assessments to a different standard are required by more specific legislation (e.g. COSHH Regulations and DSE Regulations). It is recognised that in many cases informal risk

assessment is carried out on a day to day basis during the course of planning and carrying out routine tasks. This Regulation however requires a systematic general examination of substantial or new activities and specifies that significant findings of the assessment should be recorded.

A risk assessment should:

- identify the significant risks arising out of a task or event,
- enable the council to identify and prioritise the measures to be taken in order to control risk and comply with the relevant provisions,
- be appropriate to the nature of the task or event such that it remains valid for a reasonable period of time.

It is the responsibility of the Parish Clerk to ensure that risk assessments:

- are completed and are of a consistent and reasonable standard,
- relate to the actual tasks or events being undertaken, or to the normal use of the premises or equipment assessed,
- are reviewed regularly,
- are supported by adequate and properly maintained records.

7. PERSONAL PROTECTIVE EQUIPMENT

The control measures which must be taken as a result of risk assessment depend on the relevant legislation. When the risk presented by an activity cannot be adequately controlled by other means, the council will provide personal protective equipment (PPE) to individuals – e.g. hi visibility waistcoats and litter picker tools for litter picking events.

The type of PPE provided and / or required to be used will be identified as part of the risk assessment carried out for individual activities.

8. TRAINING

8.1 The Parish Clerk has overall responsibility for arranging the provision of appropriate health & safety training.

9. GENERAL ADVICE

9.1 General advice to all visitors, volunteers and contractors is attached as Annex 1. This must be followed at all times.

10. SPECIFIC POLICIES

10.1 Policies for particular premises and activities are detailed at section 11 below:

1. Council Office.
2. Open Spaces maintenance activity.

11. EMPLOYMENT OF CONTRACTORS

11.1 All contractors working at or in council premises must be provided with the notes attached at Annex 1 and are required to confirm in writing that they have read and understood them. A record shall be maintained by the Parish Clerk.

12. SMOKING

12.1 Smoking is not allowed in or on any council premises.

13. SECIFIC POLICIES AS REFERRED TO IN 10.1 ABOVE

13.1 COUNCIL OFFICE

13.1.1 Heating, lighting and ventilation

- a) In line with the current guidance provided by the HSE based on the Workplace (Health, Safety and Welfare) Regulations 1992, temperature in office premises should ideally be maintained at a minimum of at least 16 degrees celsius. It is acknowledged that an upper limit is hard to determine due to prevailing weather conditions, but efforts should be made to ensure individuals' "thermal comfort".
- b) Free standing heaters should only be used where specifically authorised. When these are so authorised, they must comply with Fire Regulations, the area around them must be kept clear of any paper or other flammable materials, and they must be sited away from desks and chairs.
- c) Office lighting. Desks should be placed to gain the maximum amount of natural light. Use of free-standing desk lights will ideally be avoided, or where considered essential should be placed so as to minimise the danger of trailing electrical leads.

13.1.2 Electrical equipment

- a) All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635).
- b) Electrical mains outlets must not be overloaded. The correct socket outlet and plug top face (where these are available) should be used for each item of electrical equipment.
- c) 13 amp plugs may 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, but seek qualified advice.
- d) Only electrical equipment provided by 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 plug tops removed from sockets overnight and at weekends.
- e) Leads from points for various desk uses should be positioned so that they do not present a hazard by trailing across areas of access. Extension leads are for temporary use only.
- f) Defective equipment must never be used. Repairs to electrical equipment must only be carried out by suitably qualified professionals.

13.1.3 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 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.

13.1.4 Fire precautions

- a) All employees, members, volunteers and contractors must be fully conversant with the "Fire Alert" system displayed in the premises.
- b) Exit corridors, landings and stair cases must be kept clear at all times.
- c) Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".

13.2 OPEN SPACES MAINTENANCE ACTIVITY

- a) Only contractors or authorised employees who have received training and instruction in the operation of machinery and equipment may do so.
- b) 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.
- c) 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.
- d) Members of the public must not be allowed access to an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
- e) Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
- f) Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can. Fuel may only be stored in a safety can of a type approved, and in a location which has been formally approved.

- g) The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
- h) Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
- i) Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
- j) Pathways on Council owned premises shall be inspected annually.

HEALTH & SAFETY POLICY – ANNEX 1

GENERAL HEALTH & SAFETY ADVICE FOR VISITORS, VOLUNTEERS AND CONTRACTORS

1. FIRE PRECAUTIONS

In the event of a fire alarm sounding continuously at any time, you must leave the building immediately using the nearest fire exit – clearly marked with a green and white sign. There are fire notices around the council's buildings premises to inform you of your nearest assembly point. Take time to ensure that you know where to go.

2. FIRST AID and ACCIDENTS / SAFETY “NEAR MISSES”

In the event of an accident, please advise the Parish Clerk in person, or on 07824 829491 and he will enlist the help of a trained first aider if necessary. The First Aid box is located in the Parish Council Office, Vineyard Close, Lytchett Matravers BH16 6DD.

In the event of an accident or near miss, a formal report must be recorded in the Council's Accident Record Book held by the Parish Clerk.

If you have a medical condition which you would like us to be aware of please inform the Parish Clerk or any member of the Council who is accompanying you.

3. SMOKING

In order to maintain a healthy and safe environment, smoking is not permitted within any of the Council's buildings or grounds.

Please respect our no smoking policy.

4. COSHH

If you are bringing any materials covered by COSHH regulation onto any council site, please ensure you inform the Parish Clerk of the details in advance.

5. CONTRACTORS - SAFE SYSTEMS OF WORK

As part of their preparation activity, contractors engaged to carry out works at Council premises should visit in advance in order to develop appropriate safe systems of work for the task(s) they are engaged to undertake. Such systems should be documented and a copy provided to the Parish Clerk in advance of the commencement of the work in question.

6. VOLUNTEERS AND CONTRACTORS - PERSONAL PROTECTIVE EQUIPMENT and / or CLOTHING

If you are carrying out an activity which require personal protective clothing please ensure it is worn at all times.

Authorised contractors are required to provide their own PPE appropriate to the tasks they are due to carry out and in line with the agreed Safe Systems of Work which they will have provided in advance of their visit.

Volunteers / visitors are required to wear and / or use PPE provided by the Council – e.g. litter picking equipment and hi-vis jackets.

These details have been provided to make sure you understand what is expected of you.

Please sign below to confirm you have read and understood the contents of this document.

Name (print).....Signature.....

Organisation.....Date.....