

Arborfield & Newland Parish Council  
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 Executive Committee of the Council. Although risk assessment is a continuing process, it shall 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 is that of Arborfield & Newland Parish Council. The Clerk is responsible for this policy being carried out at all the Council's premises.
- 2.2 All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.3 Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must tell the Clerk.
- 2.4 The Accident Record Book is kept in Arborfield Pavilion.

## **3. FIRST AID**

- 3.1 First Aid box is located in the kitchen at Arborfield Pavilion.
- 3.2 Appointed person responsible for the First Aid box is the Clerk.

## **4. FIRE SAFETY**

- 4.1 Fire extinguishers shall be visually inspected monthly in the pavilion by the appointed person who carries out the monthly pavilion checks. Fire extinguishers shall be maintained 6 monthly (currently by Reading Extinguisher Services).
- 4.2 The fire alarm system at the pavilion shall be tested monthly by the appointed person who carries out the monthly pavilion checks. A fire drill shall be held annually at the pavilion. Annual electrical certificates shall be obtained on all Council occupied premises.

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 in conjunction with the Executive Committee.

## **6. SPECIFIC POLICIES**

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

1. Office – rented from Arborfield Village Hall Management Committee - *Annex 1*
2. Grounds Maintenance – *Annex 2*
3. Caretaking and Cleaning – *Annex 3*
4. Lifting and Handling – *Annex 4*
5. Lone Working – *Annex 5*

## **7. RISK ASSESSMENTS**

7.1 Risk Assessments are carried out, recorded and reviewed at least annually for all areas of Council responsibility. Relevant Risk Check Lists are carried out as per agreed schedule. An example Risk Assessment and Risk Check List are attached as *Annex 6 & 7*.

## **8. EMPLOYMENT OF CONTRACTORS**

8.1 Relevant notes to be given to contractors prior to commencing works.

## **9. REPORTING AND RECORDING ACCIDENTS**

9.1 Accidents shall be reported in the Accident book and to the Clerk who will retain the accident reports from the book.

## **10. SMOKING**

10.1 Smoking is not permitted in the Parish Office or Arborfield Pavilion as per the Health Act 2006.

## **Annex 1 - Office**

### **1. HEATING, LIGHTING AND VENTILATION**

- a) Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained between 60.8 degrees F and 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 Electricity at Work Regulations 1989 (SI 1989/635).
- b) 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.
- 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, 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.
- 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 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.
- 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 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) All staff must be fully conversant the fire exit plan.
- 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".
- d) Waste paper bins must be of metal construction and be emptied each day.

## **Annex 2 – Grounds Maintenance**

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. 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.
3. 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.
4. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
5. 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.
6. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
7. Pathways on Council owned premises shall be inspected annually.

### **Annex 3 – Caretaking and Cleaning.**

1. The Council shall be responsive to training needs and requirements.
2. Employee shall act as deemed necessary to safeguard his/her own personal safety while dealing with Council business.
3. Employee is responsible for ensuring any Personal Protective Equipment (PPE) provided by the Council is used where appropriate.
4. To minimise the risk of injury an assessment is required prior to undertaking a task to ascertain whether 2 or more persons are required.
5. Any person who is proposing to work alone on Council business must notify at least one other person prior to being alone.
6. Relevant COSHH certificates displayed
7. All cleaning products kept in locked cupboard

#### **Annex 4 - Lifting and Handling.**

1. A person, on Council business, who is involved with manual handling to be provided with a Manual Handling Safety Essentials Guide prior to action.
2. Any person, on Council business, who is involved with working at height must not work alone and is to be provided with a copy the HSE Working at Height Regulations 2005 (amended)



## **Annex 5 – Lone Working**

1. To minimise the risk of the safety to an individual it is preferable that lone working is kept to a minimum especially after dark.
2. To minimise the risk of injury an assessment is required prior to undertaking a task to ascertain whether 2 or more persons are required.
3. Any person who is proposing to work alone on Council business must notify at least one other person prior to being alone.

**Annex 6 – Example Risk Assessment**

<b>Arborfield &amp; Newland Parish Council</b>						
<b>Risk Assessment Form</b>						
<b>Activity: Use of Contractors</b>			<b>Assessment Date:</b>	<b>Review Date:</b>		
<b>Hazard and Risk</b>	<b>People at risk</b>	<b>Optional Controls</b>	<b>Our Controls</b>	<b>Our Future Controls</b>	<b>Risk Level</b>	<b>Target date &amp; by whom</b>
<b>Use of contractors</b> – various injuries, etc.	Employees, Public, Contractors		All contractors asked for Health and Safety Policy. All electricians used are NICEIC registered and contractors servicing gas appliances are CORGI registered. Contractors handling sanitary waste, clinical waste, herbicides, pesticides etc are appropriately licensed. Evidence of registration and licence is obtained. Contractors asked to produce risk assessments for the associated work activities Contractor to have public liability insurance cover of at least £5 million			
<b>Assessors signature:</b>				<b>Clerks signature:</b>		
<b>Date:</b>				<b>Date:</b>		

## Annex 7 – Example Risk Check List

### Arborfield & Newland Parish Council Risk Assessment Check list

Activity: Parish Owned Land      Date:      Frequency: MONTHLY

Area	Specific item	Checked	Comments
<b>Roundabout – Old Pond Site</b>  Is the area in a satisfactory condition – grass cut, trees secure, fencing complete, free of litter, board secure?	Grass area		
	Trees and bushes		
	Hedgerow		
	Ditch		
	Bench		
	Chain link fencing and posts		
	Village achievements notice board		Covered in Street Furniture RA check list
<b>Swallowfield Road</b>  Is the area in a satisfactory condition – grass cut, trees secure, free of litter?	Grass area		
<b>Assessors signature:</b>		<b>Clerks signature:</b>	
<b>Date:</b>	<b>Time:</b>	<b>Date:</b>	