

Contents

Contents 1

A - Policy Statement 2

B - Organisation Structure 2

 Day-to-day health and safety responsibilities:..... 2

 Monitoring the Health and Safety Policy 3

 Health and Safety Budget 3

 Careaker 3

C - Systems and Procedures..... 3

 General safety and conduct of employees 3

 Accidents 3

 First Aid 3

 Safety Training 3

 Smoking 4

 Fire Precautions 4

 Personal Protective Equipment 4

 Good Working Practices 4

 Electrical Safety 4

 Visitors..... 4

 Vehicle Safety 4

 Manual Handling 4

 Display Screen Equipment 4

 Hazardous Substances 5

 Risk Assessments 5

 Health and Safety Inspections 5

 Venue Hire 5

 Female Workers of Child Bearing Age 5

 Policy Review..... 5

Appendix A - Cleaner contact 6

Appendix B - Good Working Practices 7

Appendix C - Last Person Out Checklist 8

Appendix D - Venue Health & Safety Checklist 9

A - Policy Statement

It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, and to provide information, instruction, learning and supervision as is needed for this purpose.

In accordance with the Health and Safety at Work etc. Act 1974, we also accept our responsibility for the health and safety of other people who may be affected by our activities.

Elmswell Parish Council, hereinafter referred to as the Organisation, actively seeks support from all staff, whatever their status, in achieving the objectives of this Health and Safety Policy ("the Policy").

The allocation of duties for safety matters and the arrangements for implementation of the Policy are set out in sections B and C of the Policy. The Policy will be kept up to date as required. To ensure this, the Policy and the way in which it is operated, will be reviewed annually.

The Policy is issued to all staff.

Signed: *Peter Dow*

Dated: 20th January 2020

Peter Dow Clerk to the Council

B - Organisation Structure

Day-to-day health and safety responsibilities:

1. The Parish Clerk is responsible for all day-to-day health and safety matters relating to the Council's premises at ("the premises").
2. The Parish Clerk is responsible for carrying out risk assessments, copies of which should be forwarded to the Parish Clerk as soon as they are carried out.
3. Staff working from home are responsible for all day-to-day health and safety matters relating to their home office and are responsible for carrying out risk assessments, copies of which should be forwarded to the Parish Clerk as soon as they are carried out.
4. All staff working away from the office - whilst travelling or working away from their designated office will follow this Policy.
5. It is the duty of all employees while at work:-
 - To take responsible care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work, and
 - To co-operate with supervisors and managers to achieve a healthy and safe workplace and to report to the appropriate person any health and safety problems which they are unable to resolve themselves, and
 - Not to interfere with or misuse any equipment provided in the interests of health, safety and welfare.

6. Any abuse of health and safety responsibilities by an employee [or volunteer] may lead to disciplinary proceedings being taken against them.

Monitoring the Health and Safety Policy

7. The Parish Clerk is responsible for checking the Policy to ensure continued effectiveness, particularly that:
- Health and safety responsibilities are being properly discharged
 - Employees are working to health and safety rules
 - Employees are safety conscious.

Health and Safety Budget

8. Allocation will be made annually in the budget for the purpose of health and safety, i.e. safety training.

Caretakers

9. Caretakers are responsible for their own health and safety procedures and are required to comply with the COSHH assessments carried out by the Organisation and notified to them. Lone working procedures can be found in Appendices A and B.

C - 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 Health and Safety 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. Staff must not promote or participate in horseplay, pranks or practical jokes which may result in an accident or injury.

Accidents

If an accident occurs, it is the injured person's responsibility to notify the Parish Clerk who will record the accident in the Accident Book. Should the accident be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), this will be done by the Parish Clerk.

First Aid

First Aid boxes are situated in all letting spaces. Appropriate signs are displayed.

Safety Training

All staff are given appropriate training relating to evacuation procedures, accident procedures and availability of first aid. Other training may be carried out by various training providers according to need. Records of all training and learning activities are kept in the employee's personnel file.

Smoking

Smoking is not allowed in any of the Organisation's work areas, other than an employee's home.

Smoking is not allowed in the Organisation's vehicles. If an employee works from home and smokes in the work areas, they should not receive visitors there on the Organisation's business.

Fire Precautions

Fire procedures are displayed throughout the premises. Fire drills are carried out at least annually. Following evacuation all staff should report to the assembly point, which is the car park. The Parish Clerk will co-ordinate the fire drills.

The fire alarm is tested monthly by the caretaker who also carries out monthly visual checks on all fire extinguishers.

All fire extinguishers are serviced annually by a qualified contractor.

All drills checks and annual servicing are recorded in the Fire Log Book maintained by the Parish Clerk.

Personal Protective Equipment

No personal protective equipment is considered necessary following risk assessments having been carried out.

Good Working Practices

Good Working Practices including safety precautions to be taken when working alone are set out in Appendix B.

Electrical Safety

All portable electrical appliances are checked periodically. contractors. The electrical installations are checked every five years in accordance with the Electricity at Work Regulations 1989 and the Institute of Electrical Engineers Wiring Regulations 17th Edition.

Visitors

Health and Safety guidance for visitors is displayed as necessary.

Vehicle Safety

Never drive or operate a vehicle on the Organisation's business unless you are authorised to do so and hold the appropriate licence.

Only use vehicles for the purpose for which they are intended.

Manual Handling

The Organisation follows the Health and Safety Executive guidelines for lifting e.g. no employee is expected to lift over 25kg without assistance. All staff who may be involved in physical handling will be trained in the correct procedures to adopt. Training records are available for inspection.

Display Screen Equipment

All staff have been informed of the various ill health conditions associated with the use of display screen equipment. They have also been trained in the correct use of computers,

the positioning of the desk, chair monitor etc., to enable them to avoid the various ill health problems.

All staff are aware that their employer will provide an eye test should it be requested.

Hazardous Substances

Use hazardous of substances is restricted to the caretaking staff. The substances have been assessed; copies of the assessments are retained by the Parish Clerk and appropriate information supplied to the caretaking staff.

Risk Assessments

Risk Assessments have been carried out in the following subject areas:-

- General risk assessment including fire hazards
- Display screen equipment
- Hazardous substances.

Assessment records are all available for inspection.

Health and Safety Inspections

All work areas have been assessed as low risk and an inspection will be carried out annually.

Venue Hire

For each venue hired by the Organisation, a Venue Health and Safety checklist schedule, Appendix D, will be issued and the completed form reviewed by the Parish Clerk. This procedure will be followed on the first hiring of any venue to ensure implementation of this Policy. For subsequent hirings enquiries should be made to ascertain whether the information supplied is still current.

Female Workers of Child Bearing Age

Should any person in this category notify the Organisation of pregnancy, a risk assessment will be carried out on her work according to the requirements of the Management of Health and Safety at Work Regulations 1999.

Policy Review

This Policy will be reviewed and updated following any major changes in procedures, personnel or annually whichever occurs first.

Appendix A - Caretaker contact

Caretaker

In case of emergency contact the emergency services on 999 and ask for the appropriate service(s).

In non-emergency situations contact should be made by telephone to the Parish Clerk.

Appendix B - Good Working Practices

1. Keep all passageways clear of obstructions.
2. Do not obstruct any Fire Exit.
3. Keep all electrical leads tidy and ensure that they do not form an obstruction.
4. When visiting other premises, staff should where ever possible ensure that all reasonable precautions are taken to avoid risk to their personal safety e.g. they should park in a public area and, if after dark, in a well lighted area as close as possible to the premises to be visited.
5. When meetings are held at the premises, the senior member of staff present, or the chairman of the meeting, must ensure that all visitors are informed of fire escape exits.
6. Staff should take all reasonable precautions when meeting with unknown persons outside a normal office environment, including advising the premises of the circumstances and arranging for a colleague to be in attendance if in any doubt as to their safety.
7. Employees responsible for booking venues for events must take all reasonable steps to ensure that the premises satisfy the Management of Health & Safety Regulations 1992.
8. The last person out of the premises at any time should observe the Last Person Out instructions, a copy of which is appended hereto.

Appendix C - Last Person Out Checklist

LAST PERSON OUT

PLEASE

- CHECK THAT ALL LIGHTS ARE OFF
- CHECK THAT ALL APPLIANCES ARE SWITCHED OFF EXCEPT:
 - REFRIGERATION AS REQUIRED
 - THE TELEPHONES
 - THE SERVERS
 - HEAT PUMPS
- THAT ALL WINDOWS ARE SHUT AND LOCKED
- THAT THE ANSWERPHONE IS SWITCHED ON
- SET ALARM
- ENSURE THAT ALL ACCESS DOORS ARE SECURELY SHUT AS YOU EXIT THE BUILDING

Appendix D - Venue Health & Safety Checklist

This checklist must be carried out on venues used by the Organisation as part of the Health and Safety Policy. This must be used on every venue.

Venue:	
Address:	
Contact Name:	
Contact Number:	

HEALTH AND SAFETY POLICY (written where 5 employees or more)			
	YES/NO	N/A	Comments
Do you have a current signed Health and Safety Policy?			
Does the policy contain:			
* A. Statement			
* B. Organisation			
* C. Arrangements			
* D. Designated competent person			
HEALTH AND SAFETY LAW			
* Poster on display: "Health and Safety Law - What you should know"			
INSURANCES			
Do you have Employer Liability insurance?			
* Insurer's name:			
* Policy No:			
* Expiry Date:			
* Is the Maximum Liability Certificate displayed?			
* Do you have Public Liability insurance?			
NOTIFICATION TO ENFORCING AUTHORITY (where appropriate)			
* Maximum Liability Certificate displayed?			
RISK ASSESSMENTS			
Workplace Risk Assessments undertaken?			
Have significant risks been recorded with action plan?			

FIRST AID ARRANGEMENTS			
	YES/NO	N/A	Comments
* Is there a First Aid Box?			
* Is it clearly signed?			
* Contents of the First Aid Box meet legal requirements?			
* Is there an appointed First Aider?			
ACCIDENTS AND DISEASES			
Are all accidents entered into the Accident Book?			
Aware of your duties under RIDDOR regs. (F2508)			
EMERGENCY ARRANGEMENTS			
a. Fire Certificate been issued? (where appropriate)			
* b. Is fire fighting equipment checked regularly?			
* Are records kept of equipment checked?			
* c. Do you carry out Fire Alarm tests?			
Are records kept of fire alarm tests?			
Are emergency fire procedures displayed?			
d. Are evacuation drills carried out?			
Are records kept for evacuation drills?			
e. Are all Fire Exits and escape routes clearly signed?			
f. Is there a named person for emergencies?			
PREMISES AND WELFARE			
* Are the toilets suitable and sufficient?			
* Is the heating / ventilation adequate?			
* Are there washing facilities?			
* Are adequate safety notices / signs displayed?			
GENERAL CONDITIONS OF WORKING ENVIRONMENT AND HOUSEKEEPING			
Any other comments:			

I confirm that the above particulars are correct - Venue representative

Name		Signed	
Position		Date	

I confirm that the above particulars are correct - Organisation's representative

Name		Signed	
Position		Date	

* Evidence to be seen.