



SHAVINGTON<sub>CUM</sub> GRESTY  
PARISH COUNCIL

# HEALTH AND SAFETY POLICY<sup>1</sup>

**Shavington Parish Council**

**October 2021**

Provided by:



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<sup>1</sup> Approved 1 December 2021

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## INTRODUCTION

This policy is available to access by all staff and volunteers and officers of Shavington Parish Council and any other interested person that may be affected by our work or activities. A hard copy is kept securely in the club, and electronic copies can be provided on request.

All staff and volunteers are encouraged to fully familiarise themselves with this policy and accompanying documentation. Staff and volunteers are required to confirm that they are aware of and understand the contents of this policy. If they are unsure of or do not understand any aspect, they should speak to their Manager at the earliest opportunity for clarification.

We ensure that this policy is managed effectively by regularly monitoring the policy (at least annually) and revising when necessary. Revisions and amendments may be necessary to reflect legislative change, or changes that have taken place within Shavington Parish Council. Staff and volunteers are informed when revisions or amendments are made.

Shavington Parish Council encourages all staff and volunteers to inform the Management of any aspect of this policy which they consider to be inadequate, ineffective, or in any other way unsuitable; with a view to ensuring that this policy is maintained as a true working document.

Shavington Parish Council accepts that the responsibility for health, safety and welfare is ultimately with the Managing Chairperson, and accepts the duty under law to provide a working environment that is free from danger or hazard, so far as is reasonably practicable.

**Effective Health, Safety and Welfare management is a priority and will never be compromised for any other objectives.**

## POLICY STATEMENT OF INTENT

Shavington Parish Council believes that the effective management of health and safety is an essential element within its overall business plan. An effective and practical health and safety ethos is reflected in high productivity and quality standards.

We engage the services of Rhino Safety Limited, an external Health & Safety consultancy, to provide us with expert advice, support and guidance. This demonstrates our commitment to the continuous monitoring and improvement of health, safety and welfare in our workplace, with a view to achieving high standards and best practices.

We recognise that our staff and volunteers are our most important asset, and we are wholly committed to protecting their health, safety and welfare in our workplace at all times. We will also safeguard any other people who may be affected by our work activities.

We recognise that from an economic viewpoint, early prevention is not only better; it is also more cost effective than a later cure. There is no conflict between profit and safety considerations; they go hand in hand. High health and safety standards make sound commercial sense. Health and safety is never compromised for any other objectives.

We are committed to full compliance with all health and safety legislation. Whenever it is reasonably practicable and appropriate, we will strive to set standards beyond our statutory obligations. We will monitor and review our processes and procedures on an ongoing basis, in order that potential improvements in our health and safety standards can be recognised and implemented.

### **Our intentions:**

- To identify, assess and proactively manage the health, safety and welfare hazards and risks that are associated with our business; and to ensure that all our staff and volunteers (and any other person who may be affected by our work activities) are aware of and understand those hazards, risks, and control measures. Hazards and risks will be prevented, reduced or controlled to an acceptable level to ensure the potential for incidents and accidents is minimised.
- To require any sub-contractors or other person working in our workplace to prove their health and safety competence; and also require them to identify, assess, manage and communicate any health and safety hazards and risks associated with their work that may impact on our work activities.
- To actively involve our staff and volunteers in consultation on matters affecting health, safety and welfare, and to promote and demonstrate open and transparent communication.
- To provide our staff and volunteers with the appropriate information, education and supervision to ensure that they are competent in their duties.
- To provide and maintain safe resources and equipment; and provide adequate and effective control measures to identify, assess and manage the health and safety risks related to our work activities, our resources and our equipment.
- To do everything that is reasonably practicable to prevent incidents, accidents and instances of work-related illnesses; including by providing training and education to staff and volunteers where appropriate.
- To review and (where appropriate) revise this policy regularly, and to assess its ongoing effectiveness.
- Ultimately, to maintain a safe and healthy working environment.

*Signed on behalf of Shavington Parish Council:*

*Name:*

*Position:*

*Date:*

## RESPONSIBILITIES

### CHAIRPERSON

The responsibilities of the Chairperson are to:

- Be responsible for the implementation of the Shavington Parish Council Health and Safety Policy.
- Regularly (at least annually) review the Health and Safety Policy to ensure that it remains in compliance with Shavington Parish Council's objectives for Health and Safety.
- Ensure that Management and staff and volunteers at all levels fully understand the arrangements for the implementation of the Health and Safety Policy.
- Ensure that all levels of Management and staff and volunteers are aware of and carry out their responsibilities and obligation to comply with the Shavington Parish Council Health & Safety policy (and other related rules or procedures) that are in place at their actual place of work.
- Ensure that all health and safety issues are communicated promptly and effectively.
- Ensure that sufficient funds/resources are allocated within the company budget for the requirements of health, safety, and welfare provisions.
- Ensure that statutory insurance cover is in place, and that the current statutory Certificate is displayed in a prominent position.
- Ensure that open and transparent consultations between Management and staff and volunteers take place at regular intervals.
- Ensure that contractors, temporary workers, visitors etc., adhere to the Shavington Parish Council health and safety rules and procedures and any other relevant legislation.
- Ensure that all risk and hazard assessments relating to the activities and hazards of Shavington Parish Council are completed and recorded; the results communicated to all staff and volunteers; and that the assessments are reviewed regularly (at least annually and/or whenever change occurs).
- Ensure that safe access and egress throughout the workplace is provided and maintained.
- Ensure that suitable and sufficient Personal Protective Equipment (PPE), if appropriate, is provided for any relevant hazards within Shavington Parish Council's premises, or operations elsewhere by their staff and volunteers.
- Ensure that appropriate First Aid personnel and resources are provided; and that staff and volunteers are aware of the identity of First Aid personnel, the location of facilities, and the requirement to record all accidents/incidents, either in the Accident Book, or in another approved format.
- Ensure that adequate fire-fighting equipment is provided, and to ensure that all maintenance records are kept complete and up to date.
- Ensure that there are suitable means of raising the alarm in the event of a fire, and that checks are carried as per the statutory guidelines.
- Ensure that fire escape routes and doors are provided, maintained in good working order, and kept free from obstruction.
- Ensure that all reportable injuries, diseases, and dangerous occurrences are reported either by telephone or online, and that all required documentation is forwarded within the relevant time periods;
- Ensure that records are compiled for all statutory inspections, testing, or maintenance carried out on all work equipment, and that these are fulfilled by competent personnel.
- Ensure that any faulty work equipment is immediately taken out of service until either repaired or replaced.
- Ensure that all welfare facilities, including temperature, lighting, and ventilation levels, are appropriate and adequate.
- Ensure that all flammable and hazardous substances are contained and identified with signs to comply with the statutory C.O.S.H.H. Regulations.

## **STAFF AND VOLUNTEERS**

Health and Safety legislation requires Shavington Parish Council staff and volunteers to accept and comply with the following responsibilities:

- To take all reasonable care of their own health, safety and welfare; and that of any other person who may be affected by their actions or failure to act; and to cooperate with Shavington Parish Council and its Chairperson to enable them to fulfil their own responsibilities successfully.
- To always follow safety rules; to avoid improvisation, and to comply with the Shavington Parish Council health and safety policy (*and any policy and requirements in place at their working site*).
- To only undertake work or actions in they are qualified or competent; to carry out their work in a safe manner in accordance with instructions.
- To never participate in horseplay or other actions that could place them or those affected by their actions at risk of harm.
- To always use, transport, and store materials, equipment and tools in a safe and secure manner.
- To assist in ensuring that emergency escape routes are never blocked or obstructed.
- To always wear suitable clothing and personal protective equipment (PPE) for the task being undertaken.
- To always report any unsafe action or condition, including hazards, defective equipment, unsafe practices, accidents and near misses.

Under no circumstances must an employee or staff and volunteers purposely interfere with, or misuse, or compromise, any item or resource (*e.g. guards, signs, and firefighting equipment*) provided in the interests of the health, safety or welfare of Shavington Parish Council staff or other persons.

## **EXTERNAL HEALTH AND SAFETY CONSULTANCY**

The responsibility of Rhino Safety Limited is to:

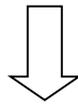
- Advise Shavington Parish Council on Health and Safety issues and legal compliances.
- To inform the company on any updates to legislation and advise on the effects of any updated legislation to the company.
- Prepare any Health and Safety documentation as required (risk assessments etc.).
- To assist in the regular review and revision of the Health and Safety documentation applicable to the company.
- Provide support and advice in relation to any Health and Safety issues.

## **INFORMATION FOR STAFF AND VOLUNTEERS**

Shavington Parish Council is required to provide certain information regarding health and safety legislation to all their staff and volunteers. We comply with this requirement by displaying the approved Health and Safety Information poster on their premises. This poster is kept in a readable condition.

# ORGANISATIONAL CHART

PARISH COUNCIL



HEALTH & SAFETY CONSULTANTS

Rhino Safety Limited

## ARRANGEMENTS

The following sections detail the arrangements we implement to effectively minimise, control and manage the risks that we have identified as having the most potential to cause serious harm associated with our workplace and activities.

We recognise that there are other ways in which harm may be caused during our work activities, even when the harm may not be significant. As with general daily life, there are very few areas that are entirely free from risk. We expect all staff and volunteers, subcontractors, and others who may be involved in or affected by our work activities to take all reasonable care to prevent any harm, irrespective of how minor the harm may seem, and to engage in sensible precautions where necessary; even where such precautions are not explicitly identified within this document.

# BEHAVIOURAL SAFETY

## SAFETY CULTURE

It is the policy of Shavington Parish Council that a positive Health and Safety culture is promoted throughout the company, safety culture means “the way we do things around here with regards to Health and Safety” and is a collective ownership of Health and Safety from the managing director down through each level of the company hierarchy.

We recognise that behaviour of employees plays a huge part in maintaining a positive safety culture and employee's behaviour stems from the behaviours of management. We believe that measuring behaviour is proactive management, as observing at risk behaviours and taking action to correct them leads to less accidents due to early identification of problems, so we not only encourage management to observe and report unsafe behaviours, but employees too.

### Reasons for Poor Behaviour

- Taking short cuts to save time;
- The person is a habitual risk taker;
- Misunderstanding (being unaware or having a low perception of risk)
- Not updating documents such as risk assessment or safe systems of work to reflect changes that may have happened to processes, people, equipment or environment;
- Misinformation or poor communication (e.g. inadequate training, lack of regular toolbox talks, not reporting accidents or near misses);
- Thinking “We've always done it this way” or being resistant to change.

### Management Controls

- Review documentation as necessary ensuring that any changes are communicated to employees;
- Ensure all employees receive sufficient training and supervision for their activities;
- Ensure regular safety communication with employees, often employees have the best solutions to safety problems because of their intimate knowledge of the job;
- Observe unsafe behaviours and encourage employee to observe and report unsafe behaviours themselves;
- ALWAYS lead by example.

### Employee Responsibilities

- Ensure you read and understand all risk assessments relating to your job;
- Take on board the training provided and make us aware of anything you may not have understood;
- Ask questions and observe unsafe behaviours, don't walk by something that could potentially be dangerous;
- Please speak to us about your job and any improvements you think can be made, we understand that workers often have the best solutions;
- If you think “this doesn't feel right” or “this doesn't make sense” stop and re consider the task and involve other members of your team when finding solutions;
- Report any circumstances that you feel will put yourself or others in danger.

## CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

The Aims of the Regulations are to help everyone:

- Sensibly plan the work so the risks involved are managed from start to finish;
- Have the right people for the right job at the right time;
- Co-operate and co-ordinate work with others;
- Have the right information about the risks and how they are being managed;
- Communicate this information effectively to those who need to know;
- Consult and engage with workers about the risks and how they are being managed.

### CONSTRUCTION PHASE PLAN

The client must ensure that a construction phase plan for the project is prepared before the construction phase begins. The plan outlines the health and safety arrangements, site rules and specific measures concerning any work involving the particular risks. For single-contractor projects that Shavington Parish Council are working on, we will ensure we prepare the plan. For projects involving more than one contractor, it is the principal contractor's duty.

### THE HEALTH AND SAFETY FILE

A health and safety file is only required for projects where the client is non-domestic, and involving more than one contractor. The client must ensure that the principal designer prepares a health and safety file for their project; where the principal designer's appointment finishes before the end of the project, the principal contractor must take on responsibility for ensuring that the file is reviewed, updated and revised for the remainder of the project. Its purpose is to ensure that, at the end of the project, the client has information that anyone carrying out subsequent maintenance or construction work on the building will need to be aware of in order to be able to plan and carry out the work safely and without risks to health.

### NOTIFIABLE PROJECTS

A project is notifiable if the construction work on a construction site is scheduled to:

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project, or;
- Exceeds 500 person days.

Where a project is notifiable, the client must give notice in writing to the HSE as soon as is practicable before the construction phase begins and the F10 must be displayed on site.

### PRINCIPAL CONTRACTOR

When Shavington Parish Council act as principal contractor, we will plan, manage and monitor the construction phase and co-ordinate matters relating to health and safety during the construction phase; to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety.

Specifically, we will ensure that:

- Design, technical and organisational aspects are decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
- The period of time required to complete the work or work stages is estimated;
- The general principles of prevention are taken into account.
- Shavington Parish Council must:
  - Organise co-operation between contractors;

- Co-ordinate implementation by the contractors of applicable legal requirements for health and safety;
- Ensure that employers apply the general principles of prevention in a consistent manner;
- Ensure a suitable site induction is provided;
- Ensure the necessary steps are taken to prevent access by unauthorised persons to the construction site;

We will liaise with the principal designer for the duration of the principal designer's appointment and share information relevant to the planning, management and monitoring of the pre-construction phase and the co-ordination of health and safety file.

## **CONTRACTOR**

When Shavington Parish Council acts as a contractor during a project, we will ensure that:

- We will not carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations;
- We plan, manage and monitor construction work carried out either by ourselves or by workers under our control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.

Where there is more than one contractor working on a project, we will comply with:

- Any directions given by the principal designer or the principal contractor; and
- The parts of the construction phase plan that are relevant to that our work on the project.

If we are the sole contractor working on the project, then we will draw up a construction phase plan, as soon as is practicable prior to setting up a construction site.

We will not employ or appoint a person to work on a construction site unless that person has the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.

We will provide each worker under our control with appropriate supervision, training, instruction and information so that construction work can be carried out without risks to health and safety.

## **PRINCIPAL DESIGNER**

When we act as a Principal Designer during a project, we will ensure that we:

- Plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so we will take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started.
- Help and advise the client in bringing together pre-construction information and provide the information designers and contractors need to carry out their duties.
- Work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks.
- Ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required.
- liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase.

## CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

The Aims of the Regulations are to help everyone:

- Sensibly plan the work so the risks involved are managed from start to finish;
- Have the right people for the right job at the right time;
- Co-operate and co-ordinate work with others;
- Have the right information about the risks and how they are being managed;
- Communicate this information effectively to those who need to know;
- Consult and engage with workers about the risks and how they are being managed.

### CONSTRUCTION PHASE PLAN

The client must ensure that a construction phase plan for the project is prepared before the construction phase begins. The plan outlines the health and safety arrangements, site rules and specific measures concerning any work involving the particular risks. For single-contractor projects that Shavington Parish Council are working on, we will ensure we prepare the plan. For projects involving more than one contractor, it is the principal contractor's duty.

### THE HEALTH AND SAFETY FILE

A health and safety file is only required for projects where the client is non-domestic, and involving more than one contractor. The client must ensure that the principal designer prepares a health and safety file for their project; where the principal designer's appointment finishes before the end of the project, the principal contractor must take on responsibility for ensuring that the file is reviewed, updated and revised for the remainder of the project. Its purpose is to ensure that, at the end of the project, the client has information that anyone carrying out subsequent maintenance or construction work on the building will need to be aware of in order to be able to plan and carry out the work safely and without risks to health.

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- Exceeds 500 person days.

Where a project is notifiable, the client must give notice in writing to the HSE as soon as is practicable before the construction phase begins and the F10 must be displayed on site.

### PRINCIPAL CONTRACTOR

When Shavington Parish Council act as principal contractor, we will plan, manage and monitor the construction phase and co-ordinate matters relating to health and safety during the construction phase; to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety.

Specifically, we will ensure that:

- Design, technical and organisational aspects are decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
- The period of time required to complete the work or work stages is estimated;
- The general principles of prevention are taken into account.
- Shavington Parish Council must:
  - Organise co-operation between contractors;

- Co-ordinate implementation by the contractors of applicable legal requirements for health and safety;
- Ensure that employers apply the general principles of prevention in a consistent manner;
- Ensure a suitable site induction is provided;
- Ensure the necessary steps are taken to prevent access by unauthorised persons to the construction site;

We will liaise with the principal designer for the duration of the principal designer's appointment and share information relevant to the planning, management and monitoring of the pre-construction phase and the co-ordination of health and safety file.

## **CONTRACTOR**

When Shavington Parish Council acts as a contractor during a project, we will ensure that:

- We will not carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations;
- We plan, manage and monitor construction work carried out either by ourselves or by workers under our control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.

Where there is more than one contractor working on a project, we will comply with:

- Any directions given by the principal designer or the principal contractor; and
- The parts of the construction phase plan that are relevant to that our work on the project.

If we are the sole contractor working on the project, then we will draw up a construction phase plan, as soon as is practicable prior to setting up a construction site.

We will not employ or appoint a person to work on a construction site unless that person has the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.

We will provide each worker under our control with appropriate supervision, training, instruction and information so that construction work can be carried out without risks to health and safety.

## **PRINCIPAL DESIGNER**

When we act as a Principal Designer during a project, we will ensure that we:

- Plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so we will take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started.
- Help and advise the client in bringing together pre-construction information and provide the information designers and contractors need to carry out their duties.
- Work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks.
- Ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required.
- liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase.

## CLIENT

When Shavington Parish Council acts as the Client during a project, we will ensure that we make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include:

- Appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability.
- Allowing sufficient time and resources for each stage of the project.
- Making sure that any principal designer and principal contractor appointed carry out their duties in managing the project.
- Making sure suitable welfare facilities are provided for the duration of the construction work.
- Maintaining and reviewing the management arrangements for the duration of the project.
- Providing pre-construction information to every designer and contractor either bidding for the work or already appointed to the project.
- Ensuring that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins.
- Ensuring that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site.

## CONTRACTOR SELECTION

Shavington Parish Council has adopted a policy that we will only work with Contractors who can demonstrate and validate their commitment to high standards of health and safety. As such, all Contractors will be selected via a process that substantiates their competency.

### Management Controls

- Wherever possible, contractors are selected through seeking recommendations from trusted industry peers; and the development of a good working relationship over many years.
- Contractors are required to submit documentation including their Health and Safety Policy, Risk Assessments, Method Statements, and valid Insurance Certificates.
- Contractors are required to provide evidence of the Training and Experience of their staff.
- Contractors are required to provide evidence of relevant industry accreditations that they hold.
- Contractors are required to provide details of their Accident Records and any relevant prosecutions.
- For any contractors' work equipment used on the premises, safe procedures for use and maintenance are expected to be followed, to meet the requirements of the relevant Work Equipment regulations.

## C.O.S.H.H.

C.O.S.H.H. stands for the Control of Substances Hazardous to Health. In the course of our work activities, staff and volunteers may be exposed to, or required to use, substances that may be hazardous to health if proper control measures are not adhered to.

### **SUBSTANCES HAZARDOUS TO HEALTH INCLUDE:**

- Any chemicals that have to be labelled as 'very toxic', 'toxic', 'harmful', 'irritant' or 'corrosive';
- Any substance with a 'maximum exposure limit' or 'occupational exposure standard' (OES);
- Substantial quantities of airborne dust of any kind;
- Harmful micro-organisms;
- Any other substance that creates a comparable health hazard.

Certain substances, such as asbestos and lead, are covered by specific Regulations.

### **Management Controls**

- We ensure that we have the current datasheets for all substances hazardous to health that we use during our operations.
- These substances are assessed, and the correct control measures implemented.
- All the hazardous substances we hold are stored in a suitable safe location.
- Where appropriate, suitable Personal Protective Equipment is provided for use when dealing with hazardous substances, and staff are instructed that they must wear it.

### **Employee Responsibilities**

- Always wear the Personal Protective Equipment provided.

## DISPLAY SCREEN EQUIPMENT

A user of Display Screen Equipment is defined as a person who "habitually uses display screen equipment as a significant part of their normal work". Generally, this means an employee who uses DSE more or less continually during the working day (*or for continuous spells of an hour or more at a time*); and who has to transfer information quickly to or from the screen.

### Management Controls

- Workstations within our offices will be assessed with a view to reducing the risks associated with DSE.
- The assessment will be reviewed when; hardware/software is modified or changed; the workstation is modified; the time spent using equipment increases; there is a change in task, the workstation is relocated, or the lighting modified.
- We ensure that there is sufficient space for the operator to move, change position, and store documents.
- We ensure that lighting is suitable and sufficient to reduce glare and reflections.
- We assess ancillary equipment to ensure noise does not create excessive disturbance.
- Checks are made to ensure that excessive heat is not produced by ancillary equipment.
- We ensure that humidity is maintained at a suitable and adequate level.

### EYE TESTS

The provision of eyesight tests for present and future users of DSE is available. Present users shall be provided, on request, with appropriate eye tests. It is advised that future users are tested before they become users.

Repeat testing is to be at the discretion of the optometrist conducting the test. However, there is no compulsion on employees to undergo tests against their will.

Where the user experiences difficulties with DSE the employer should provide eye/eyesight tests as soon as possible. Shavington Parish Council will meet the cost of providing a full eye / eyesight test with an optometrist or doctor; and will contribute towards the cost of any corrective equipment (such as spectacles) that are prescribed specifically for use with DSE.

## DISPOSAL OF WASTE – GENERAL

It is the policy of Shavington Parish Council to conduct all aspects of our activities in accordance with approved and acceptable waste management practices, and to operate within current legislation. Legislation regarding items prohibited from entering the waste stream are continuously being updated; therefore, if there is any doubt about how a particular waste product should be dealt with, a manager or supervisor should be contacted

### Management Controls

- General Waste: General waste (*i.e. neither hazardous nor clinical*) is collected on a regular basis and not left to build up.
- Confidential Waste: Precautions are taken when disposing of confidential waste, and independent companies are contracted to dispose of confidential materials where necessary.
- Hazardous Waste: Hazardous waste includes; IT and telecommunications, including monitors and handsets; lighting equipment, including fluorescent tubes; electrical equipment and electronic tools; monitoring and control devices; and automatic dispensers. Any hazardous waste is disposed of according to the relevant legislation.
- Recycling: All other waste is recycled. Containers clearly marked with what can be disposed of are sited throughout Shavington Parish Council and can be used to recycle; paper, newspapers, envelopes, cardboard, cans and glass, and toner and printer cartridges. Other items must not be placed in the recycling bins as this can lead to the contamination of an entire recycling load, which will then be taken to landfill.

### Employee Responsibilities

- All staff and volunteers of Shavington Parish Council have a personal responsibility for the way their conduct impacts on the environment and must ensure that they carefully consider all materials before disposing of them as waste.

# FOOD SAFETY

## Management Controls

- All staff who work in the kitchen are competent to operate all kitchen equipment.
- All equipment is visually inspected prior to use for any damage or defects. Any damaged items are immediately taken out of use for replacement or repair.
- All kitchen equipment is serviced and maintained in accordance with the manufacturer's guidance.
- All gas appliances are serviced and maintained in accordance with the manufacturer's guidance, using appropriately qualified contractors.
- All staff responsible for food preparation have the relevant food hygiene training.
- The kitchen is kept clean and tidy, with any spills cleaned up immediately.
- The extraction system is cleaned on a regular basis to avoid the build-up of grease.
- All food items are stored appropriately.
- The fridges and freezers are monitored to ensure food is kept at the correct temperature.

## Employee Responsibilities

- Any damaged items must not be used and must be reported immediately to the supervisor for replacement or repair.
- No employee should handle food or enter the food handling area if they are suffering from, or carrying, a disease likely to be transmitted via food; have open or infected wounds, skin conditions or sores; have diarrhoea / vomiting.
- Every employee must maintain a high level of personal cleanliness. He or she must wear suitable clean clothing, and protective clothing where necessary.
- Effective hand washing is extremely important to help the prevention of harmful bacteria being spread from people's hands to food, work surfaces, equipment etc. Therefore, all staff and volunteers should wash their hands thoroughly and dry them using a disposable towel, in the following (non-exhaustive) circumstances:
  - When entering the food handling area after a break / toilet break;
  - Before and after preparing food;
  - After touching raw / defrosting food;
  - After handling food waste / emptying the bin;
  - After cleaning or handling cleaning products;
  - After blowing nose / sneezing etc.

## FIRE SAFETY

Strict compliance with fire safety instructions is necessary to ensure the safety of all staff and visitors to the premises of Shavington Parish Council. The fire assembly point is located on the car park.

### Management Controls

- Management are responsible for ensuring that each member of staff is aware of these instructions and is also familiar with the procedures to be followed in the case of a fire or fire alarm.
- All staff are briefed by a nominated and competent person on the fire safety arrangements of Shavington Parish Council at least once a year. Such training is recorded and held on the premises. The training record is signed by the employee, to formally confirm their understanding of that training.
- Shavington Parish Council nominates a person to be responsible for ensuring that employee training in fire safety is carried out as necessary. The person responsible is competent in fire safety and arranges the necessary training in accordance with the following guidelines:

### DUTIES OF THE NOMINATED AND COMPETENT PERSON RESPONSIBLE FOR FIRE SAFETY

The person responsible for fire safety:

- Maintains an up-to-date Register of Staff and volunteers. This Register is available for inspection at all times and is taken to the fire assembly point in the event of an evacuation, for the purpose of ensuring that all staff are accounted for.
- Maintains a Visitors Book, in which the names and vehicle registration numbers of all visitors to the premises are recorded. This Visitors Book is taken to the fire assembly point in the event of an evacuation for the purposes of ensuring all visitors are accounted for.
- Ensures employee training in Fire Safety.
- Maintains the Fire Safety Records, detailing all relevant records regarding fire safety, and available for inspection by the local authority and/or Fire Service as required.
- Ensures that all fire alarm and associated equipment is tested regularly, with results being recorded.
- Ensures that all firefighting equipment is tested on a regular basis in accordance with the manufacturers' or suppliers' guidelines.
- Ensures that a fire evacuation drill is carried out annually by all regular users of the hall.
- Ensures that all automatic fire detection equipment is tested according to the manufacturers' or suppliers' guidelines.
- Ensures that all emergency lighting and emergency exit lights are tested according to the manufacturers' or suppliers' current guidelines.
- Ensures that all hazardous substances or materials are recorded in the appropriate format, and that the information is readily available to the local Fire Service when needed or requested.
- Ensures that escape routes and doors are not obstructed; that Fire Exit doors are unlocked and available for use when the building is occupied; and that Fire doors are closed at all times and not wedged open.

### FIRE INSTRUCTION

Fire Instruction notices are displayed in prominent positions and highlight the action to be taken by all staff in the event of a suspected fire situation occurring.

#### The Fire Instruction notice contains the following details:

- Name and address of the premises.
- How to raise the alarm.

- How to call the Fire Service.
- How to act on hearing the alarm.
- Location of the assembly point.

**Together with the following mandatory instructions:**

- Raise the alarm if not already done.
- Evacuate the building (*and vicinity if necessary*).
- Ensure the relevant emergency services have been notified.
- Go to the pre-designated assembly point.
- Do not stop to collect personal belongings.
- Obey instructions from the Fire Safety Marshal and Fire Service.
- Do not re-enter the building until told it is safe to do so.

**FIRE TRAINING**

**All staff** receive instructions by a competent person on fire safety at the induction stage of their employment, and then at least once annually.

**The training includes the following:**

- Basic advice on fire prevention.
- Procedures in case of fire.
- Methods of raising the alarm.
- Location of fire alarm call points and alarm indicator panels.
- Action to be taken on hearing the alarm.
- Correct procedures in calling the Fire Service.
- Position and use of internal firefighting equipment.
- Location of Fire exits and routes leading to them.
- Evacuation procedures.
- Special arrangements for staff or visitors with disabilities.
- Arrangements for the assistance and guidance of visitors.

**FIRE PREVENTION**

- Fire extinguishers, call points, fire detectors, and all other fire prevention equipment items must not be abused or misused.
- Fire Exits and escape routes are well signed and available for use at all times when the building is occupied.
- Internal fire doors are clearly labelled and fitted with closing devices.
- Adequate provision for the disposal of cigarette ends etc. are provided.
- Waste materials are not allowed to accumulate, and all waste disposal containers are constructed of fire-resistant material and fitted with lids.
- Portable heaters are located well away from combustible materials and pedestrian routes, and the instructions for use strictly observed.
- Temporary fixtures and fittings used for special occasions are located away from heat or flame sources, not attached to lights or heaters, or to any fire safety equipment provided for use in an emergency.
- Emergency signs and notices are not obscured, and fire exit routes kept clear.
- Electrical apparatus conforms to British Standards and only installed by a competent electrical contractor.

At the end of the day a check is made of all rooms to ensure that:

- Fire doors are closed.
- Windows are closed.
- All potential seats of fire (e.g, *cigarette ends, combustible waste etc.*) have been properly disposed of.

## FIRST AID

### FACILITIES AND EQUIPMENT

Shavington Parish Council will provide suitable and sufficient First Aid facilities and equipment as required by the relevant legislation.

### FIRST AID PERSONNEL

The number of First Aid personnel ('Appointed Persons' and 'First Aiders') required in a workplace depends on the potential hazards identified therein.

### APPOINTED PERSON

An Appointed Person is an employee authorised by the employer to take charge if an injury or illness should occur. This person will act in the absence of a trained First Aider and have the responsibility of summoning help, calling for an ambulance, etc. Appointed Persons should be trained to such a level that they are competent in emergency situations.

### FIRST AIDERS

A First Aider is a person who has undertaken training and obtained qualifications approved by the Health and Safety Executive. All First Aid certificates are valid for three years. It is important that qualified First Aiders undertake refresher training before their current certificate expires.

### FIRST AID INFORMATION

Notices detailing the arrangements that have been made in connection with First Aid, including the location of First Aid facilities and personnel will be displayed.

### FIRST AID RESOURCES

The First Aid box will be adequately stocked with resources that the First Aider has been trained to use, but it will not contain any form of medication.

As a general guide (*there is no mandatory list*) the First Aid Box **will typically contain:**

- A First Aid General Guidance card, or a First Aid at Work booklet.
- Approx. 20 individually wrapped sterile adhesive dressings of assorted sizes.
- Approx. 2 Sterile Eye Pads, with holding attachments.
- Approx. 4 individually wrapped sterile triangular bandages.
- A suitable number of safety pins.
- Approx. 6 medium individually wrapped sterile wound dressing, unmedicated.
- Approx. 2 large individually wrapped wound dressings, unmedicated.
- One pair of disposable gloves.

These contents must be examined regularly and restocked when necessary (including the replacement of items that have reached their expiry date). **Under NO circumstances should any medication or tablets such as Aspirin, Paracetamol, and ointments be placed in First Aid Box.**

## **GENERAL PREMISES CONDITIONS**

### **CLEANLINESS AND WASTE**

All work areas are kept clean and tidy with waste removed at regular intervals and not left to build up.

### **WORK STATIONS AND SEATING**

Each workstation and chair are suitable for the job function and the person utilising them. Workstations are arranged so that each task can be carried out safely and comfortably, including ensuring that the worker can work at a suitable height in relation to the work surface.

Those members of staff who use computer equipment on a regular basis are required to complete a Display Screen Equipment assessment form.

### **DRINKING WATER**

An adequate supply of drinking water is readily accessible in our premises.

### **INDOOR TEMPERATURE**

A reasonable temperature (*normally at least 16 degrees Celsius*) is provided during work hours in our premises.

### **TRAFFIC ROUTES**

Car parking outside our premises is organised to allow pedestrians and vehicular traffic to circulate safely.

### **WASHING AND SANITARY FACILITIES**

Our premises comply with the regulatory requirements with regard to the number of WCs provided in relation to the number of staff employed on the premises.

In the case of female WCs, suitable means is provided for the disposal of sanitary dressings.

In both male and female WCs, washing facilities are suitable and sufficient, with hot and cold running water, soap, and suitable drying facilities.

Washing and sanitary facilities are regularly checked to ensure standards of cleanliness and tidiness are maintained. All WCs are adequately ventilated and lit.

## GLASS

### Management Controls

- Glass stored in our premises is done so in the glass racks/shelves provided and nowhere else.
- Suitable Personal Protective Equipment is provided, and staff instructed to wear it when handling broken glass.
- Suitable training for the safe handling and disposal of glass is provided.

### Employee Responsibilities

- Ensure that glass is stored in the provided location.
- Ensure that empty glasses are collected frequently during events.
- Ensure that the correct Personal Protective Equipment (PPE) is worn at all times when handling broken glass.
- Take extra care when dealing with broken glass; clear up breakages immediately and dispose of broken glass in a suitable way.

## HAND TOOLS

Many accidents occur when hand tools fall from heights, are tripped over, or placed in such a position that the cutting edges cause injury.

### Management Controls

- All hand tools comply with the relevant regulations and standards and are maintained in good repair.
- Suitable Personal Protective Equipment is provided, and staff instructed to wear it.
- Staff will be trained in the correct selection and safe use of hand tools.

### Employee Responsibilities

- Select the correct tools for the job.
- Check that the tools are in good condition.
- Use them correctly.
- Store the tools in a suitable location.
- Keep all the tools in good condition.
- Remove any damaged tools from use until repaired or replaced.
- When not in use, ensure that any hand tools are stored in a manner unlikely to be hazardous to others. Use boxes or other suitable containers.
- Ensure all cutting edges, teeth, etc. are adequately sheathed or otherwise protected.
- Do not lay tools down so that they can fall, roll or be knocked over.
- Never leave tools lying in walkways or any place where they could be tripped over.

## HOME WORKING

Employees of Shavington Parish Council may be required to work from home, or alternatively may request to work from home.

### Management Controls

- The home worker is informed of the best ways of accessing their Manager whilst home working.
- Regular communications take place between the Manager and colleagues, where any issues can be raised and appropriate actions taken.
- All equipment provided is safe to use. Company electrical equipment (laptops etc.) are PAT tested and have an expiry date attached to them.

### Employee Responsibilities

- It is the home worker's responsibility to ensure that they bring Company equipment into the office when required to ensure testing can be done.
- When working from home, the working area must be arranged in such a way to enable work to be done in a safe and comfortable manner. This should be done in conjunction with the Display Screen Equipment (DSE) assessment form to use as a general guide.
- Any issues should be brought to the attention of the Manager immediately.

## KNIVES

### Management Controls

- Shavington Parish Council ensures that all staff are adequately trained and competent before using knives and keeps documented records of all training received.
- All knives comply with the relevant regulations and standards and are maintained in good repair.
- Suitable Personal Protective Equipment is provided, and staff instructed to wear it.
- Maintenance and replacement of knives, etc. is the responsibility of the Management.
- Damaged or defective knives are removed from use until repaired or replaced.

### Employee Responsibilities

- Only use knives for their intended purpose, and in accordance with safe working practices.
- Never use any other knives in the workplace.
- Wear suitable Personal Protective Equipment provided.

## LADDERS / WORKING AT HEIGHT

Work which cannot be comfortably reached from a ladder must not be undertaken from a ladder. The risk involved calls for a better method (e.g., *mobile scaffold tower etc.*).

- Ladders are a means of access/egress, not a work platform.
- The foot of the ladder must be supported on a firm level surface and should not rest either on loose material or on the equipment to gain extra height.
- The top of the ladder must be securely fixed to the structure so that it cannot slip. While lashings etc. are being secured, the ladder shall be footed.
- Ladders fitted with a proprietary spreader arm may be used, provided certain conditions are met:
  - Fitted with Non-slip feet, and based on a firm level surface, which is not slippery.
  - Erected at a safe angle (1:4).
- Where it is not practicable to lash the ladder, a person should foot the ladder until the user has returned to the bottom. However, footing is not considered effective for ladders longer than 5m.
- Different grades of ladder are available. Ensure that the ladder in use is the correct strength for the work to be carried out:

### Current Grades of Ladders

Class 1	The heaviest duty ladder is suitable for construction work where the ladder is subject to the heaviest loads.	BS 1129
Class 2	Is intended for lighter trades, such as decorating where relatively low loads are involved.	BS EN 131
Class 3	Is for light (e.g., domestic) use.	BS 2037

These are being replaced with a new standard **EN131**

Professional (commercial)	Load Capacity 150kg
Non-professional (domestic)	Load Capacity 150kg

As per the regulations, our current ladders that are in good condition will not be changed. When they need replacing, we will ensure that the new ladders that are purchased conform to the new standard EN131 and have the correct minimum rating of 150kg.

### Management Controls

- The risks associated with working at height are assessed taking the following factors into consideration:
  - The time and duration of the work;
  - The height at which work is to be undertaken;
  - Hazards associated with falling objects and fragile materials;
  - Local restrictions (*related to structures, overhead lines, etc.*);
  - Choice of access equipment;

- Ground conditions, weather and other environmental considerations;
- Training and experience;
- Requirements for additional safety equipment;
- Other work being undertaken in the vicinity.
- After access equipment choices have been determined, all those required to work at heights are informed of their Health and Safety duties and requirements.
- Where required, a specific Risk Assessment and Method Statement for the operations is produced.

### **Employee Responsibilities**

- Before using a ladder, inspect it to insure it is in good condition. Do not use a damaged ladder (cracked stiles and rungs).
- Check that the ladder is of the correct length, unless there is a suitable handhold to reduce the risk of overbalancing.
- Never rest the top of the ladder against plastic gutters or other such surfaces. The top of the ladder must rest against a solid surface.
- Never carry heavy items (e.g., propane cylinders) up a ladder. Heavy or awkward loads shall be raised to the working platform by other means (gin wheel etc.).

### **STEP LADDERS**

Step ladders will be provided for staff to use when they need access to high level areas for short duration works only. Ensure these are inspected prior to use for any damage or defects. If the step ladders are damaged do not use them; report the damage to the office immediately.

Step ladders must only be used on level ground and never placed on top of something else to gain extra height. If you still cannot reach what you need to access, you must contact the office for more appropriate equipment.

Remember:

- Set up the ladder in a safe manner.
- Never climb on furniture.
- Stepladders and folding trestles must not be used for any degree of side loading. The top platform must not be used for work (unless it is designed with special handholds).

## LONE WORKING PROCEDURE

Within Shavington Parish Council, there are a number of situations where it is possible that an employee may be called upon to work on their own. An employee working alone should never be at greater risk than any other employee at any other time. Working alone can result in risks and hazards that would otherwise be non-hazardous and not subject to a formal risk assessment.

Although instances may differ, the following guidelines are to be followed in the case of staff and volunteers called upon to work alone.

### Management Controls

- Tasks in any lone worker situations are assessed, taking into account the following: is the work a one-person job? Is the location of the work remote or isolated? Is there likely to be any problems with communication? Is there any security risk, or the possibility of violence towards the lone worker? Are emergency exit routes available (consideration given to those that may be routinely locked out of hours)?
- Safe working practices and arrangements are implemented with a view to eliminating or minimising any risk.
- Staff working alone are given instructions on what to do in the event of an accident or emergency.
- Appropriate first aid resources are made available to any lone workers.

### Employee Responsibilities

- To ensure that whilst working alone, their whereabouts and the work they are doing is known to others.
- To ensure that the guidelines for working alone are followed.

### LIMITATIONS

**No** member of staff will be required to work alone on behalf of Shavington Parish Council in circumstances where:

- His or her location is unknown.
- He or she does not feel confident in carrying out lone work.
- He or she has no means of summoning assistance or indicating their location in an emergency (including being taken ill).
- He or she has received no training or at least a briefing as to the potential hazards of working alone, and the measures to be taken when working alone.

### EMERGENCY SERVICES CONTACT

In an emergency, always dial **999**.

### SHAVINGTON PARISH COUNCIL STAFF CONTACT

Any employee likely to be in a lone working situation must ensure that they are provided with a contact telephone number of a work colleague and that the number is immediately to hand (*e.g., stored in the staff and volunteers' mobile phone memory*).

## MANUAL HANDLING

More than a quarter of all reportable accidents annually are associated with manual handling. Although fatalities accidents are rare, a vast majority of reported accidents result in 'over three (3) day' injuries.

### **There are three fundamental principles:**

- As far as are reasonably practicable, hazardous manual handling activities should be avoided.
- If unavoidable, then a risk assessment of the hazardous manual handling activity must be undertaken.
- Following the assessment, the risk of injury should be reduced to as low as is reasonably practicable.

### **Management Controls**

- Assessments for manual handling activities are recorded and reviewed.
- Wherever possible, we avoid staff and volunteers undertaking unnecessary manual handling activities that involve risks.
- Staff and volunteers are provided with information and guidance with regard to correct handling and lifting techniques.
- Staff and volunteers are provided with appropriate training and suitable personal protective equipment.
- If a task has to be undertaken in the knowledge of the risk, staff and volunteers are informed of the weight of the load and the centre of gravity (if not central).

### **Employee Responsibilities**

- To follow and comply with any system developed to ensure safe manual handling techniques.
- To use any personal protective equipment provided.
- To practice safe work habits.
- To report any hazard or defect

## **SAFETY CHECKLIST MANUAL HANDLING AND LIFTING**

### **Preparation**

- What is being lifted?
- Where to and how far?
- How many people will be needed to move the load safely?
- Are they all trained in kinetic lifting and handling?
- What methods and equipment will be required?
- Is the required equipment available?
- Would mechanical means be more practical or appropriate?
- Is the lifting and handling area/route clear of hazards?
- Is the operation part of a routine? If so, could it be more effectively planned and executed?

### **Lifting and handling**

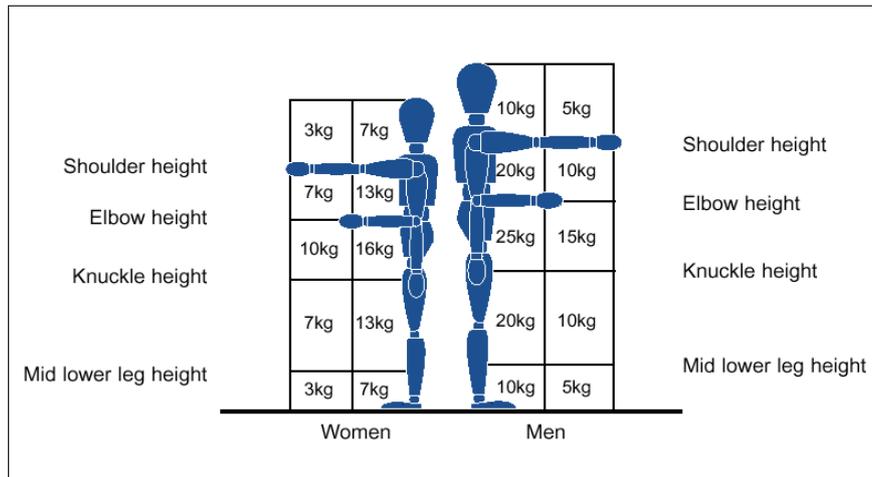
- Is the proper clothing in use?
- Are proper (*kinetic*) lifting methods being employed?
- Is co-ordination satisfactory in dual and team lifting?
- Is the necessary equipment in use or to hand?
- Are excessively heavy weights being lifted?

- Are loads being deposited or stacked safely and securely?
- Is adequate supervision employed where necessary?

### After lifting and handling

- Are any incidents or accidents reported and recorded?
- Where injuries have been sustained, has medical attention been sought?
- Is the damage or loss of equipment etc. recorded?

### GUIDELINE WEIGHTS FOR MANUAL HANDLING OPERATIONS



Each box in the diagram above shows guideline weights for lifting and lowering.

Observe the activity and compare to the diagram. If the lifter's hands enter more than one box during the operation, use the smallest weight. Use an in-between weight if the hands are close to a boundary between boxes. If the operation must take place with the hands beyond the boxes, make a more detailed assessment.

The weights assume that the load is readily grasped with both hands.

The operation takes place in reasonable working conditions with the lifter in a stable body position.

Any operation involving more than twice the guideline weights should be rigorously assessed –even for very fit, well-trained individuals working under favourable conditions.

There is no such thing as a completely 'safe' manual handling operation. But working within the guidelines will cut the risk and reduce the need for a more detailed assessment.

### EMERGENCIES

Well-intentioned improvisation in an emergency, for example to rescue a casualty, does not amount to a breach of these Regulations.

## PERSONAL ELECTRICAL EQUIPMENT

The leads and plugs of electrical equipment, or sometimes the equipment itself, can be damaged with use which may result in an electric shock. Electric shocks can cause severe and permanent injuries and can kill. Damaged equipment can cause fires that can lead to death or injury to others. Most of these accidents can be avoided by adopting a policy with straightforward precautions. The aim of this policy is to reduce the risks which non-company electrical equipment may pose to all staff and persons visiting or working within the demised premises of the company.

The company recognises that with the ever-increasing pace of technology and for reasons of personal safety, staff and contractors may wish to bring certain personal electrical devices to work. Members of staff are permitted to bring in and use the following personal equipment:

- Mobile/smart phones/tablets and chargers
- Digital organisers and chargers
- iPhones, iPods, and MP3 players

Company staff members and contractors are not permitted to bring into the workplace any other privately-owned electrical equipment that requires a mains power supply to run or charge the equipment. Staff and contractors found with any items of electrical equipment which are not allowed in the workplace will be asked to remove the equipment from the premises.

Contractors and delegates may be required to bring in personal/company owned, work-related equipment. The equipment must be required for carrying out their work at the Agency. They must ensure that this equipment is in a safe condition by verifying the following:

- The plug or adaptor is for a UK socket.
- The cable and body of the equipment and/or charger do not show any signs of damage.
- All UK plugs are marked BS 1363.

AND

- The equipment or charger is Class II (Double Insulated) & CE (European Standard) marked

Contractors must have their equipment PAT tested regularly to demonstrate that it is in a safe condition. They are also responsible for carrying out visual inspections of their equipment between tests. Equipment that has not been PAT tested or equipment which is faulty or non-compliant must not be brought on site.

## PERSONAL PROTECTIVE EQUIPMENT

The Regulations regarding Personal Protective Equipment (PPE) deal with clothing and equipment designed to protect staff and volunteers from external influence (*but does not include equipment or clothing required by other legislation such as C.O.S.H.H. or Food Hygiene*). The equipment provided should be suitable for the risks involved and the conditions at the place where exposure to the risk may occur. It is also important that the equipment is suitable for the person who is required to wear it and does not induce any unnecessary stress when in use. PPE will be provided free of charge if an assessment has indicated that PPE is required to be worn.

### Management Controls

- We assess our work activities to determine whether PPE is appropriate and necessary. The assessment will determine; What PPE is required? Is the PPE compatible with other equipment that has to be used or worn for that task? Does the PPE create any additional risks itself?
- Shavington Parish Council provide PPE to staff and volunteers if they are exposed to any risks that cannot be controlled by other means.
- We will also provide suitable training on how and when to use the PPE provided.
- We recognise that PPE may become damaged or defective through normal 'wear and tear', and on such occasions, we will remove and replace the PPE. Where PPE becomes damaged or defective through wilful neglect or misuse, staff and volunteers will be required to contribute to or cover the cost of repair or replacement.

### Employee Responsibilities

- To always wear the PPE provided.
- To inform Management if you believe for any reason that the PPE provided is unsuitable for the task or creates additional risks.
- To take all reasonable care of PPE provided to you, including regular appropriate cleaning.
- To check PPE before use and report it to Management for replacement if it is found to be damaged or defective.

## PORTABLE APPLIANCE TESTING

### INSPECTION

In most cases, inspection is a simple visual technique that does not need to be carried out by a trained electrical expert.

### TESTING

Testing is carried out by a competent person and involves a full inspection of the electrical equipment along with appropriate tests. Individuals who carry out the testing should possess sufficient knowledge, experience and training in order for them to identify the risks and appropriate control measures.

### COMBINED INSPECTION AND TESTING

A combination of inspection and testing should be carried out by a competent electrician where there is reason to suspect electrical equipment may be faulty or damaged.

### Management Controls

- Where Testing is required, a competent electrician is engaged in accordance with our policy on Contractor selection.
- Records of all Portable Electrical Appliance testing will be kept on the premises and will be available for inspection when required.
- Any defective equipment will be placed out of use until such time as it can be repaired, with all remedial action/s being recorded. All items of equipment that cannot be repaired will be withdrawn from use and disposed of accordingly.

### Employee Responsibilities

- Before using any item of electrical equipment, carry out a visual check of the plug along with the connected cable, which should be gripped securely at the plug.
- At the first sign of damage or excessive wear, report the item to Management to be removed from use and isolated until it can be checked by a competent electrician, repaired or replaced.

## PORTABLE ELECTRIC TOOLS

There is a constant risk of electric shock whilst working with electric power tools.

### Management Controls

- All power tools comply with the relevant regulations and standards and are maintained in good condition in accordance with manufacturer's guidelines.
- Where safety devices or guards are required for use with power tools, they are provided and maintained in good condition in accordance with manufacturer's guidelines. Staff are trained in the use of and instructed to always use safety devices and guards where applicable.
- Suitable Personal Protective Equipment is provided, and staff instructed to wear it.
- Staff will be trained in the correct selection and safe use of hand tools.

### Employee Responsibilities

- Always select the correct tool for the task being carried out.
- Always carry out a visual inspection of power tools prior to using them, to identify any defects or damage to the equipment.
- Do not use any power tools that have defects or damage; report the defects or damage to a Manager and remove the tool from use (with clear labelling to show it is not to be used) until repaired or replaced.
- Always wear the suitable Personal Protective Equipment provided.
- Always use safety devices and guards where provided.
- Always use safe working practices when using power tools.
- Always store, transport, and use hand tools in a safe manner.

## PROTECTION OF THE PUBLIC (Public Visiting Premises)

Members of the public enter the club on a regular basis (*this may include children*) to attend events.

### Management Controls

- We ensure that the general housekeeping on our premises is always kept to a high standard. This includes:
- Ensuring there are no trip hazards.
- Not tools or equipment is left unattended.
- Any spills or broken items are cleared up immediately.
- Items are stacked in a safe manner.

## RECORDING ACCIDENTS

All accidents, incidents, and near-misses, no matter how small, must be recorded.

### Management Controls

- Appropriate arrangements are made for the provision of suitably trained First Aiders and First Aid equipment.
- Staff are informed of who the nominated and/or qualified First Aiders are and where they can be contacted, and the location of First Aid equipment.
- All accidents and incidents are recorded by the First Aider or appointed person. The records include:
  - the name of the casualty;
  - the date and time of the accident or incident;
  - the circumstances of the accident or incident;
  - the details of any injuries sustained;
  - the details of any treatment given.
- Records are kept securely in a suitable location for ease of inspection.

### Employee Responsibilities

In the event of being involved in or witnessing an accident, incident or near miss, the following procedure must be adhered to:

- Seek medical attention from a First Aider or appointed person or dial 999 in an emergency situation.
- Once the situation has stabilised (which may be some time after the event), ensure the details are recorded in the accident book.

## R.I.D.D.O.R.

### (REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES)

Shavington Parish Council has a duty to prevent, as far as is reasonably practicable, accidents at work. However, despite the best efforts and intentions, accidents at work may still occur.

#### Management Controls

If an accident or dangerous occurrence does occur, the following procedure is followed:

- Ensure that the victim receives the correct medical attention and that any residual hazard is safely removed if necessary and as appropriate.
- Ensure that an investigation is undertaken to prevent the accident recurring.
- Ensure the incident is reported to the correct authority as required.

Shavington Parish Council is responsible for investigating the accident/dangerous occurrence and completing the appropriate documentation. Details of all reportable accidents and injuries must be kept for at least three (3) years and record the following:

- Date and time of the accident or dangerous occurrence.
- Full name and occupation of the victim/s, with details of the nature of the injuries or other related condition suffered.
- Where the accident/dangerous occurrence happened.
- Description of the circumstances surrounding the accident or occurrence.

#### Employee Responsibilities

- To cooperate fully with Shavington Parish Council in the gathering and recording of details regarding accidents, incidents and near misses.
- To always report any event that may be considered an accident, incident or near miss.

### REPORTABLE ACCIDENTS AND OCCURRENCES

Determining whether a particular incident or accident should be reported can be confusing. The following **must** be reported:

- Deaths.
- Specified reportable injuries.
- Accidents resulting in over seven (7) day injury to an employee.
- Reportable diseases.
- Reportable dangerous occurrences.
- Gas incidents.

### DEATH OR SPECIFIED INJURIES

If there is an accident connected with work and.

- an employee, or a self-employed person working on our premises is killed or suffers a specific injury (*including as a result of physical violence*); or
- a member of the public is killed or taken to hospital.

the HSE Incident Contact Centre **must** be informed without delay, either via telephone or completion of the appropriate form on the HSE website.

## REPORTABLE SPECIFIED INJURIES:

Specified injuries are classified as:

- Fractures, other than to fingers, thumbs and toes.
- Bone fractures including a break, crack or chip.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.
- Any burn injury (including scalding) which:
  - covers more than 10% of the whole body's total surface area; *or*
  - causes significant damage to the eyes, respiratory system or other vital organs;
- Any degree of scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Asphyxia (lack of oxygen) may happen when a person enters an oxygen-deficient atmosphere, such as a confined space, or are exposed to poisonous gases, e.g., carbon monoxide.
- Any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness; *or*
  - requires resuscitation or admittance to hospital for more than twenty-four (24) hours;

In some cases, employers and self-employed workers may not be in a position to know the full extent of an injury, (e.g., when a prognosis has not yet been established in relation to an eye injury, or when efforts are being made to treat an injured limb which may ultimately require surgical amputation). In such situations, there is no requirement to make precautionary reports of specified injuries. However, it is likely that the accident will require reporting due to the injured person being incapacitated for more than seven (7) days. The enforcing authority should be notified or updated as soon as a specified injury has been confirmed.

## OVER SEVEN-DAY INJURY

You **must** report injuries that lead to a worker being incapacitated **for more than seven (7) consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). **The report must be made within fifteen (15) days of the accident.** Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work. You must still keep a record of the accident if the worker has been incapacitated **for more than three (3) consecutive days.**

## REPORTABLE DISEASES

If a doctor determines that an employee is suffering from a reportable work-related disease, then the details must be reported. Reportable diseases include:

- Certain poisonings.
- Some skin diseases.
- Lung diseases, including occupational asthma, pneumoconiosis, asbestosis.
- Infections such as hepatitis; tuberculosis; legionellosis and tetanus.
- Other conditions, such as occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

## **REPORTABLE DANGEROUS OCCURRENCES**

If something happens that, although it may not have resulted in a reportable injury, clearly could have done; it may be a dangerous occurrence. This must be reported to the HSE Incident Contact Centre immediately. Reportable dangerous occurrences include:

- Explosion collapse or bursting of any closed vessel or associated pipe work.
- Electrical short circuit or overload causing fire or explosion.
- Accidental release of a biological agent likely to cause severe human illness, or any substance likely to be harmful to health.
- Collapse or partial collapse of a scaffold over five metres high.
- Unintended collapse of any building or structure under construction.
- Explosion or fire causing suspension of normal work for over twenty-four (24) hours.

# RISK ASSESSMENTS

## GENERAL PRINCIPLES

Where five or more persons are employed, health and safety legislation require written risk assessments of hazards and risks to be undertaken, and the findings to be brought to the attention of those who might be affected by the associated hazard or risk.

Assessments are to be undertaken by a trained and competent person, being "*a person having the necessary training, qualifications, and relevant practical experience concerning the task being assessed*". There is no such thing as a risk-free workplace, but you can minimise threats to health and safety through risk assessment.

## Management Controls

- We assess all processes that have the potential to cause harm.
- Completed assessments are made available to all staff and volunteers.
- Risk Assessments are periodically monitored, to ensure their continued relevance and suitability.

## Employee Responsibilities

- To comply with all measures identified by Risk Assessments.

## FIVE STEPS TO RISK ASSESSMENTS

The following five steps are the key:

### Step 1: WHAT?

Identify the hazards which could cause harm. Key hazards include:

- Slipping or tripping hazards, (e.g., uneven or wet floors, cabling).
- Fire risks.
- Chemicals, fumes, dust.
- Machinery, portable appliances.
- Working at height, (e.g., from mezzanine floors, scaffolding).
- Vehicles, forklift trucks.
- Electricity.
- Manual handling, lifting, carrying.
- Noise pollution.
- Poor lighting.
- Low (or high) temperature.

### Step 2: WHO?

Decide who the people, or groups of people, are that might be affected by the hazard, for instance:

- Office staff.
- Maintenance staff and operatives.
- Contractors and Cleaners.
- Visitors or members of the public.

**Remember** to consider those people or groups that might be more vulnerable, and therefore at greater risk, such as disabled persons, young persons, new or expectant mothers, visitors, inexperienced/temporary staff, lone workers.

### Step 3: HOW?

Evaluate precautions that are in place, or need to be put in place; how can the risks be eliminated, reduced or minimised?

- By complying with recognised industry quality standards.
- By removing the source of the hazard completely.
- By introducing and maintaining good housekeeping?
- Accepting the risk, but reducing it as far as possible?

Have you ensured that you .....

- Have provided adequate information?
- Have arranged sufficient relevant training?
- Have effective systems or procedures?
- Have clear organisational responsibilities?

### Step 4: RECORD

Keep records of assessments:

- Record when the assessment was done;
- Record what risks were identified;
- Indicate what precautions are in place;
- Indicate what additional precautions are needed;
- Create an Action Plan, together with a timescale or schedule, to work to;
- Keep the Record of Assessment easily to hand, so that it can be amended as changes occur.

### Step 5: REVIEW

Ensure effective monitoring of assessments:

- Remove complacency;
- Regularly review and update your hazard precautions;
- Identify those areas that remain a problem, and take steps to amend and improve;
- Be aware of changes in the workplace that may reduce the effectiveness of your assessment (*e.g. new machinery, change of process or personnel etc.*);
- Be prepared to adjust and reappraise.

## **SAFETY TRAINING**

Safety training is cost effective and is proven to reduce accidents at work. Shavington Parish Council has a duty to provide information, instruction, training and supervision to all staff and volunteers to ensure their health, safety and welfare whilst they are at work.

### **Management Controls**

- We ensure all staff and volunteers are suitably trained to implement and comply with the Health and Safety policy.
- Staff and volunteers are trained to undertake specific tasks in relation to their job function, regardless of the location where the work is being carried out.
- Training is provided:
  - As part of the induction programme when first commencing employment with Shavington Parish Council;
  - When transferred to a different function or task, or when promoted;
  - When the equipment being used, or the system of work, has changed.
- All levels of staff and volunteers will receive training; including Chairperson, Management, and Supervisors.
- All training requirements are monitored and reviewed on a regular basis to take into account any new or changed risks.
- Wherever possible, training is conducted during working hours.

### **Employee Responsibilities**

- All volunteer have a legal responsibility to take reasonable care of themselves, and others who may be affected by their actions or failure to act.
- Staff and volunteers must co-operate in relation to training programmes and are expected to attend any training courses that are provided.

## SIGNS AND NOTICES

Under statutory legislation certain signs and notices must be displayed in prominent positions around the premises. Those signs that convey a safety message must do so pictorially as well as in writing, to ensure that the information can be understood by all those within the premises.

### NOTICES AND CERTIFICATES DISPLAYED

<b>Certificate</b>	<b>Location</b>
Employers Liability Insurance	Prominent

<b>Notice</b>	<b>Location</b>
Health and Safety Law Information Poster	Prominent
Fire Direction Signs	Prominent
Fire Instruction Notices	Prominent
First Aid Information Notices	Prominent

## STRESS POLICY STATEMENT

Shavington Parish Council is committed to protecting the health (*mental health as well as physical health*), safety and welfare of its staff and volunteers (*this extends to contractors and temporary staff*) by providing a supportive working environment.

To enable individuals to cope successfully with the demands and pressures of work, reasonable and appropriate improvements to the working environment are made and suitable support is always provided to those whose health and well-being are being affected by work-related stress.

It is the policy of Shavington Parish Council to provide a supportive environment for dealing with stress related issues; however, staff and volunteers must take responsibility for raising their concerns as early as possible in order for Shavington Parish Council to investigate and resolve genuine problems.

### DEFINITION OF WORK-RELATED STRESS

The Health & Safety Executive (UK) defines work-related stress as “The reaction people have to excessive demands or pressures; arising when people try to cope with tasks, responsibilities or other types of pressure connected with their jobs; but find difficulty, strain or worry in doing so”.

Some pressure at work is inevitable and total elimination of this pressure is neither possible nor desirable. Every job brings its own set of tasks, responsibilities and day-to-day problems. The pressures and demands these place upon staff and volunteers are an unavoidable feature in working life.

Some pressure can be positive. It is often the tasks and challenges faced at work that provide the structure to the working day and keep individuals motivated. These are often key in providing a sense of achievement and job satisfaction. However, an individual’s ability to deal with pressure is not limitless and it is important that this pressure does not become sustained stress. It must be recognised that different people have different stress thresholds.

Work-related stress is not an illness, but excessive workplace pressure can potentially cause damage to the mental wellbeing of an individual, and this can in turn undermine the health of the workforce and damage business performance.

Some of the most common causes of work-related stress are known to be excessive workloads, deadline pressures, aggressive management, poor communication, unsupportive work environments and problems maintaining work-life balance.

Outside domestic pressures, such as family, finance, and bereavement are also potential causes of stress and can frequently compound workplace pressure. These should also be taken into consideration where they are likely to have an impact on an individual at work.

### Management Controls

Shavington Parish Council has responsibility for:

- Encouraging active consideration of work-related stress issues as part of the design and implementation of procedures, processes or systems (for example when defining roles and responsibilities within their department);
- Endeavouring to take reasonable actions to investigate the issues and reduce or eliminate the factors causing the stress where reasonably practicable and appropriate (support will be provided to the manager dealing with the issue by the relevant Health & Safety Advisor or other appropriate persons as required).

Seeking to avoid or reduce work-related stress by:

- Raising the awareness about all types of stress and its causes;

- Where reasonable and practical, producing and making changes to work-related practices to reduce the factors which may lead to stress in the workplace (for example, workplace risk assessments and audits, providing staff with stress management training and support for dealing with issues);
- Providing opportunities for staff and volunteers to maintain and promote their health and well-being;
- Promoting and maintaining a culture of open communication throughout the organisation;
- Promoting and maintaining good management and team building practices for those with management and supervisory responsibilities.

Dealing with existing or potential stress problems by:

- Providing a supportive environment in which issues and concerns can be raised and dealt with appropriately;
- Providing guidance to managers to assist in the sensitive management of staff and volunteers in likely stressful situations;
- Identifying appropriate training interventions to help alleviate stress;
- Assisting and advising staff and volunteers who are suffering from work-related stress;
- Providing both internal and external sources of assistance for staff and volunteers with clearly identified clinical work-related stress issues (the level and type of assistance will depend on individual circumstances).

### **Employee Responsibilities**

- Ensure concerns regarding work-related stress are raised to their immediate Manager in the first instance as early as possible. Where this is not appropriate, concerns should be raised with another Manager;
- Seeking appropriate medical advice.

# VIOLENCE

## EFFECTIVE MANAGEMENT OF CHALLENGING BEHAVIOUR AT SHAVINGTON PARISH COUNCIL

### WHO IS AT RISK?

Verbal abuse or threats are the most common type of incidents, and physical attacks are rare in comparison. Staff whose job requires them to deal with members of the public at Shavington Parish Council may be subject to abuse of this kind, in particular; staff that give service and staff representing authority.

### Management Controls

- We assess the risks of potential abuse or violence, considering the environment, the activities, and the people that could be affected; and record and review the assessments on a regular basis.
- Where the potential for abuse or violence is identified, precautions are implemented to minimise or mitigate the threat.
- Shavington Parish Council provides awareness training on handling and dealing with abuse or violence, including recognising the importance of reporting all instances of abuse or violence.
- We keep detailed accounts of any incidents of abuse or violence.
- We encourage staff to participate in debriefings with Management following any incidents of abuse or violence.
- We recognise that new or younger staff and volunteers may be at greater risk because of lack of experience with dealing with awkward and/or abusive parties and provide extra supervision for them where possible.

### Employee Responsibilities

- Staff and volunteers must always report any incident of abuse or violence, whether directly affected by it or not, and regardless of its perceived severity.

## VULNERABLE PERSONS

We recognise that vulnerable persons are at greater risk of harm than other people. Vulnerable persons include young people, elderly people, people with impaired physical or mental capacity. People who are not ordinarily vulnerable may become vulnerable either temporarily or permanently, such as during pregnancy, or following surgery.

### Management Controls

- Whenever vulnerable persons are employed or affected by our work activities, specific risk assessments are carried out prior to their commencement of work. The assessment will consider:
  - The person's experience and ability to perceive danger;
  - Their workplace and workstation;
  - Any exposures to physical, chemical and/or biological agents;
  - Any work equipment used;
  - The work activities and processes to be undertaken;
  - Any training provided, and any risks from specified agents and processes.
- The risk assessment will be fully communicated to all parties involved in the process.
- Shavington Parish Council will comply with all regulations on working hours and rest break requirements for vulnerable workers.

## WORK EQUIPMENT

### Management Controls

- All work equipment provided by Shavington Parish Council is regularly and satisfactorily inspected and maintained as required under the Provision and Use of Work Equipment Regulations (1998).
- Risk Assessments and Method Statements are produced and implemented for Work Equipment.
- Suitable training is provided for the safe use of Work Equipment.
- Suitable Personal Protective Equipment is provided where applicable, and staff instructed to wear it.
- Any safety equipment, including safety devices, guarding of dangerous parts of machinery and equipment, etc. used by staff and volunteers are also regularly inspected.

### Employee Responsibilities

- Always use safe working practices for the Work Equipment provided.
- Always wear Personal Protective Equipment provided.
- Work Equipment must be visually inspected prior to use, and if any defects or damage is found, the Work Equipment must not be used and removed from use.
- Defects or damage must be reported immediately to Management for repair or replacement.