



HEALTH AND SAFETY POLICY

The Health and Safety at Work Act 1974 and recent additional legislation places a legal duty on Siston Parish Council to ensure, as far as is reasonably practicable, the health and safety and welfare at work of all employees and volunteers (including non-employees, contractors and visitors). To do this Siston Parish Council will make sure that, as far as is reasonably practicable:

- All staff and volunteers are made aware of their individual responsibilities
- All staff and volunteers are given sufficient information, instruction and training to maintain their health and safety at work
- Equipment and ways of working are safe and without risk to health
- Arrangements are made for the safe use, handling, storage and transport of articles and substances at work
- Risk Assessments are carried out and reports detailing the findings are made available to staff and volunteers
- All relevant Health and Safety legislation is complied with and an individual responsibility as outlined in the H.S.E, is adopted by all, as part of its culture.
- The Clerk is designated as the nominated Health & Safety Officer for the Council. Siston Parish Council expects all its employees and volunteers to assist Siston Parish Council to fulfil all its health and safety obligations by:
 - Working safely and efficiently
 - Reporting incidents and hazards that have led or may lead to accidents
 - Following Siston Parish Council's safety rules and procedures.
 - Ensuring that adequate insurance cover is in place with the appropriate level of personal accident cover for staff members and volunteers.

MANAGERIAL ORGANISATION AND RESPONSIBILITIES

Introduction

This policy covers all employees and volunteers working for Siston Parish Council on any of its premises or land and includes the provisions of the Equalities Act and the provisions of the Siston Parish Council's Lone Worker Policy.

Siston Parish Council will be responsible for:

- ensuring resources are adequate to maintain health and safety
- ensuring the Health and Safety Officer carries out safety duties adequately
- acting on reports and recommendations made by the Health and Safety Officer.

The Health and Safety Officer will be responsible for:

- ensuring all employees and volunteers receive adequate safety training
- ensuring that the Health and Safety policy is implemented, monitored and reviewed regularly
- working with the nominated person in investigating all accidents and incidents and preparing the appropriate reports for Siston Parish Council.
- presenting reports on accidents, incidents and near misses to Siston Parish Council
- ensuring any other nominated person carries out their duties as Health and Safety Officer adequately.

Any nominated person will be responsible, on a day to day basis for:

- acting as the competent person under the Act
- carrying out risk assessments as required under current legislation
- implementing the health and safety policy in co-operation with other staff
- reporting accidents, incidents and near misses to Siston Parish Council
- ensuring good housekeeping is maintained
- preparing, where appropriate, incident/accident reports
- maintaining up-to-date legislative information on Acts and Regulations
- maintaining all certificates and registers required under relevant legislation
- carrying out initial reviews of Health and Safety policy as requested by Siston Parish Council
- ensuring all new equipment or processes are introduced in line with regulations.

All staff and volunteers will be responsible for:

- taking reasonable care in their work practices
- working in a way which does not endanger others (including members of the public)
- reporting any accidents, incidents or near misses or any potential risks to the nominated person
- complying with any instruction or control measure relating to health and safety
- the appropriate use and care of any safety equipment issued
- maintaining good housekeeping.

This policy will be reviewed every two years, and amended after major changes to legislation, processes or equipment. The review will be carried out by the nominated person in consultation with all staff and will be submitted to Siston Parish Council for approval.

ARRANGEMENTS FOR HEALTH AND SAFETY

All employees are obligated under the Health and Safety at Work Act 1974 to ensure that they work in a manner which protects not only their own safety but that of their colleagues, visitors and members of the public.

Compliance with the Health and Safety Policy is a condition of employment and breaches may be subject to disciplinary procedure.

Reporting Accidents

- Any person involved in an accident, whether or not injury is sustained, must report to the nominated person as soon as possible.
- Any person receiving any injury – however slight – must report it and obtain adequate treatment.
- Any person involved in a ‘near miss’ or dangerous occurrence must report this as soon as possible.
- Any unsafe conditions or work activities must be reported to Siston Parish Council.

Smoking

Smoking is prohibited anywhere in Siston Parish Council premises.

First Aid

- First aid services will be made available at events organised by Siston Parish Council.
- The nominated person will maintain an accident record book in line with Siston Parish Council’s policy.

Working Away

All relevant safety rules and legislation apply to all Siston Parish Council employees and volunteers engaged on Siston Parish Council business away from the offices.

Fire/Emergency Arrangements

- All staff and volunteers must make themselves aware of evacuation plans in the event of fire or other emergency at premises where they attend.
- When appropriate (whilst at staff and volunteers will be issued with information as to locations of

firefighting equipment and emergency exits – all staff and volunteers are required to make themselves aware of these.

d) Health and Safety training courses will be arranged as necessary by Siston Parish Council.

CODES OF PRACTICE

General:

- a) Use equipment only for the purpose for which it was purchased – do not improvise.
- b) Use equipment in line with the manufacturers' instructions.
- c) Stop using equipment if a fault develops – report it to the nominated person.
- d) Never run cables under carpets – ensure suitable cable covers are used.

Filing cabinets:

- i) avoid leaving drawers open at any time
- ii) fill from the bottom drawer upwards – to prevent toppling.
- h) Anyone working alone in the building must ensure the front door is locked.
- i) Staff or volunteers must avoid working alone in a building if they are suffering from a medical condition which would make it unsafe to do so.
- j) Staff or volunteers must avoid taking personal risks e.g. overstretching or climbing on inappropriate surfaces, especially if working alone.
- k) If any member of staff or volunteer feels stressed by a case or workload they should contact their line manager as soon as possible to arrange for a debriefing session.
- l) Members of staff or volunteers who have a medical condition which affects their ability to work should discuss this with their line manager.
- m) Food waste must be left only in the kitchen bins

Staff or volunteers visiting people's homes

- a) Staff or volunteers visiting people in their homes need to be aware of potential dangers and avoid taking any personal risks.
- b) Personnel on such visits should always inform relatives, friends or the Siston Parish Councillors of their intended whereabouts, giving a deadline for a check call.
- c) Where check call doesn't take place the Clerk, H&S Officer or other designated person in charge will set enquiries in motion.
- d) Siston Parish Council asks that, where relatives or friends are the contact, they are made aware of the need for urgent action in this event.
- e) Where accidents, near misses or dangerous occurrences take place whilst personnel are on Siston Parish Council business, these should be reported as soon as possible to the nominated person who will enter them into the accident book.
- f) It is important that, on entering people's homes, staff or volunteers should guard against accidents occasioned by torn or frayed carpets, loose rugs and slippery floors.
- g) Take care on unlit corridors or stairs.

VDU Users

The provision in this section are intended primarily for 'designated users', but other users of VDUs should also follow them where possible.

- a) Ensure that the screen is adjusted, with regard to brightness and contrast, to suit individual users.
- b) Users should take short but frequent breaks – ideally five to ten minutes in each hour – by varying the type of work done.
- c) Users may request free eye tests where use of the VDU is felt to cause an eye problem.
- d) Each user should ensure that chairs, desks, VDU casings and keyboards are adjusted to suit the individual.
- e) If needed, use any PPE (Person Protective Equipment) provided e.g. screen filters and footrests.
- f) Ensure there is no reflected light on the screen.
- g) Report any glare or flicker to the nominated person.
- h) Report any environmental or hardware problems which may be specific to a user to the nominated person.
- i) Risk assessments should be carried out when new equipment (including software) is installed.

Individuals may request sight of such assessments.
j) VDU users should be given an adequate level of software training.

Risk Assessment

- a) Generic risk assessments are held which cover all routine work.
- b) Written risk assessment will be carried out where non-routine work, an unsafe condition or work practice is identified.
- c) A competent person shall be appointed to carry out such assessment.
- d) Siston Parish Council will define and implement procedures for serious and imminent danger.
- e) Assessment will be carried out with executive councillors/staff/volunteer co-operation.
- f) Information will be made available to relevant workers.

Manual Handling

- a) When moving heavy items staff and volunteers should have regard to Manual Handling techniques.
- b) Staff and volunteers must take account of their individual capability and ask for assistance with heavy or bulky loads.
- c) Instructions for Manual Handling will be provided.

FIRE PROCEDURE ON DISCOVERING A FIRE

- Immediately operate the nearest fire alarm point.
- Do not attempt to fight the fire unless you can do so safely. ON HEARING THE FIRE ALARM
- Leave the room without collecting personal belongings and close the door.
- Evacuate the building by the nearest escape route.
- Go to the designated assembly point for the premises.
- Report in to the person in charge. REMEMBER
- Never think it is a false alarm.
- Do not open a closed door unless you can be certain there is no fire behind it – feeling for heat would not help because all internal doors are fire retardant.
- Always adhere to the appointed fire prevention directions.

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