

# Welton-by-Lincoln Parish Council

## Health and Safety Policy

### General

Welton-by-Lincoln Parish Council will provide and maintain healthy and safe working conditions, equipment and systems of working for all employees and volunteers and will safeguard the health and safety of everyone who may be affected by its activities.

Under the Health and Safety at Work etc. Act 1974 and subsequent legislation, everyone (including volunteers) has a responsibility to be aware of safety for themselves and for others.

### Objectives

- a) to minimise the number of instances of occupational accidents and illnesses;
- b) to provide appropriate equipment and ensure that it is used correctly;
- c) to give information, instruction, training and supervision necessary for safe and effective work;
- d) to follow guidance, procedures and codes of practice as recommended by relevant bodies, i.e. RoSPA, ALCA;
- e) to seek expert external advice whenever advice and guidance within Welton-by-Lincoln Parish Council is considered insufficient.

### Procedures

All employees should adhere to the following procedures.

#### 1. Duty to take care

It is the duty of each employee to take reasonable care of his or her own welfare and that of others, and to report any situation that may pose a threat to the well-being of others.

#### 2. Communication

Communication between workers at all levels is an essential part of effective health and safety management. The Personnel Panel will facilitate communication between Council and employees and between employees themselves.

#### 3. Report uncertainty about safety

If an employee is unsure how to perform a task or feels it would be dangerous to perform a specific job, then it is their duty to report this to their line manager or to the Clerk of the Council at the earliest opportunity.

#### 4. Report accidents

Any injury, however small, sustained at work must be reported to their line manager or the Clerk of the Council and entered in the Accident Book.

#### 5. Training

All workers will be trained in safe working practices and procedures before taking on a new role. The Clerk is responsible for ensuring adequate training is undertaken.

## **6. Work areas inspections**

Welton-by-Lincoln Council will comply with the Workplace (Health, Safety & Welfare) Regulations 1992. The Clerk will conduct regular inspections of workplaces as well as inspections in areas where our operations change in scale or nature.

## **7. Safe equipment**

Welton-by-Lincoln Council will comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998 and will ensure all equipment is safe and suitable for the purpose for which it is used and is kept in good working order and repair.

## **8. Personal Protective Equipment**

Welton-by-Lincoln Council will comply with Personal Protective Equipment at Work Regulations 1992. All workers who may be exposed to risk while at work will be provided with suitable, properly fitting and effective Personal Protective Equipment (PPE). Workers are responsible for the day-to-day care and maintenance of PPE.

## **9. Manual handling**

Welton-by-Lincoln Council will comply with the Manual Handling Operations Regulations 1992. All possible steps will be taken to reduce the risk of injury to the lowest level possible. Manual handling training will be supplied to all employees.

## **10. Display screen equipment**

Welton-by-Lincoln Council will comply with the Health and Safety (Display Screen Equipment) Regulations 1992. Office staff will be provided with eyesight tests on request and will be given appropriate training on health and safety aspects of display screen equipment use.

## **11. Hazardous substances**

Welton-by-Lincoln Parish Council will comply with the law, as set out in the Control of Substances Hazardous to Health Regulations 2002. A risk assessment will be conducted of all work involving exposure to hazardous substances. All workers who will be exposed to hazardous substances will receive appropriate and adequate information on the relevant health and safety issues.

## **12. Electricity at Work**

Welton-by-Lincoln Parish Council will comply with the law as set out in the Electricity at Work Regulations 1989. The electrical installation and portable electrical appliances will be tested on a regular basis by an independent electrical contractor and current labels indicating details and date of tests will be applied. Welton-by-Lincoln Parish Council will ensure that exposure of workers to the risk of electricity is minimised and adequately controlled in all cases.

## **13. Fire Safety**

Welton-by-Lincoln Parish Council's fire safety policy and procedures will take account of special fire hazards in specific areas of the workplace. Where appropriate, a Fire Risk Assessment will have been carried out by a 'competent person' – Fire Safety (Regulatory Reform Order).

The Council is responsible for ensuring compliance with fire safety and prevention codes, for reviewing practices and procedures, arranging the inspection and testing of fire fighting equipment and for advising on safe practices and procedures. The responsibility for the maintenance and testing of fire alarms and fire fighting equipment is carried out annually by contractors. All workers within the Council have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999).

All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials. The Council is responsible for the provision and maintenance of fire prevention and equipment. Workers are responsible for keeping their operating areas safe from fire, ensuring that they are trained in proper fire prevention practices and emergency procedures.

All staff, councillors and volunteers have a duty to read and understand the ramifications of the Health and Safety at Work notices displayed in Parish Council premises.

#### **14. Fire Detection Equipment**

Smoke detectors and/or fire alarms are located at strategic points throughout all properties owned or occupied by Welton-by-Lincoln Parish Council. If a smoke detector sounds, it is the responsibility of any employee/volunteer present to evacuate the building. Any staff member or volunteer is responsible for reporting that an item of Fire Detection Equipment has been found to be inoperative or ineffective.

#### **15. Fire Fighting Equipment**

Fire extinguishers are provided. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so and they have received training in the use of extinguishers. If the situation is dangerous or potentially dangerous, the employee should evacuate the building immediately. Fire extinguishers must never be used to prop open doors or cupboards.

#### **16. Fire Exits**

Exit doors and corridors must never be locked, blocked or used as storage space.

#### **17. Smoking**

Smoking is not permitted on any Parish Council property.

#### **18. Emergency Evacuation Procedure**

In the event of the fire alarm being activated, or in any other emergency (such as a bomb scare), all employees/volunteers/members of the public must leave the building by the nearest available exit and assemble at the designated assembly point.

#### **19. Assembly Points**

Manor Park Pavilion/ Library – assemble by the play area gate or at a safe distance from the building

Parish Office – assemble on the Village Green

Practice fire drills will be conducted at regular intervals to ensure familiarity with emergency evacuation procedures. Regulations require that some drills are carried out without warning.

## **20. Accident Investigation & Reporting**

Welton-by-Lincoln Parish Council will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95).

Welton-by-Lincoln Parish Council views accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Clerk, or a person appointed by the Council detailing:

- The circumstances of the accident including photographs and diagrams wherever possible.
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. The completed report will then be submitted to the Council who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence. A follow up report will be completed after a reasonable period examining the effectiveness of any new measures adopted.

## **21. Accident Procedure**

First aid boxes are located:

Manor Park Pavilion/Library – Kitchen (1 x General & 1 x Specialist Sports)

Parish Office – Reception Area and Clerk's Office

Public Access Defibrillators are located at the rear of the Pavilion at Manor Park, outside the Parish Office and at the Sports & Social Club off Ryland Road.

All first aid boxes are clearly marked and accessible to all employees/volunteers/members of the public during opening hours.

Employees are responsible for reporting all cases of accident and disease to their line manager or the Clerk to the Council. Accident records are compiled and stored by the Clerk. The Clerk is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 95 Regulations, where applicable. The Facilities Manager is responsible for maintaining the Accident Book and the contents of First Aid Boxes at Manor Park, and regularly checking all public access defibrillators. The Clerk is responsible for maintaining the Accident Book and the contents of First Aid Boxes at the Parish Office.

## **Safety Rules**

### **General Summary**

1. All Councillors, employees and volunteers should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All employees and volunteers shall immediately report any unsafe practices or conditions to the relevant authority.
3. Any person under the influence of alcohol or any other intoxicating drug, which might impair motor skills or judgement, whether prescribed or otherwise, shall not be at work. This will be considered a disciplinary offence.
4. Horseplay, practical joking or any other acts, which might jeopardise the health and safety of any other person, are forbidden.
5. Any person whose levels of alertness and/or ability are reduced due to illness or fatigue should not carry out the work/function if this might jeopardise the health and safety of that person or any other person.
6. Employees/volunteers shall not adjust, move or otherwise tamper with any electrical equipment, machinery, air, or water lines in a manner not within the scope of their duties, unless instructed to do so by their line manager or the Parish Clerk.
7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other people.
8. No worker should undertake a job, which appears to be unsafe.
9. No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
10. Members of the public as volunteers may carry out work for the Council, as covered by AXA Insurance UK PLC.
11. All accidents/injuries must be reported to the person responsible or a colleague for entry into the Accident Book at the location where the accident/injury has occurred.
12. Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the Facilities Manager or the Parish Clerk.
13. Work should be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
14. No employees should use chemicals (including cleaning materials) without the knowledge required to work with those chemicals safely.
15. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate. Staff are responsible for the maintenance of personal protective equipment issued to them.

### **Working Environment**

1. Work sites must be kept clean and tidy.
2. Any spillage must be cleaned up immediately.
3. Waste materials and rubbish must be removed routinely.
4. All combustible waste materials must be discarded appropriately.
5. All pits and holes must be covered when not in use and clearly marked with warning signs when in use.

## **Walkways**

1. Walkways and passageways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet, it should be clearly marked with warning signs and/or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any passageway or in the aisles of offices.
4. Any change in the floor elevation of any walkway or passageway must be clearly marked.

## **Personal Protective Equipment**

1. Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
2. Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their supervisor or the Clerk to the Council.

## **Safety Personnel Appendix 1**

The person with overall and final responsibility for health and safety in Welton-by-Lincoln Parish Council is the Parish Clerk.

The person responsible for overseeing, implementing and monitoring the policy is the Parish Clerk.

The following personnel will be responsible for the supervision of health and safety in particular areas:

### **Named Area Responsibilities**

Inspection of plant & equipment – Facilities Manager

Accident investigation and reporting – Parish Clerk and Facilities Manager

Setting Council health and safety policy – Parish Clerk and the Council as a corporate body.

Monitoring health and safety performance – Governance & Finance Committee

Safety Training – Parish Clerk

Playing Fields Inspection of plant & equipment – Facilities Manager

### **Safety Training**

The person with the responsibility for safety training is the Parish Clerk.

### **Fire Safety Equipment**

The personnel with responsibility for the maintenance and testing of fire alarms and firefighting equipment is the Facilities Manager

**Parish Council Office Tel: 01673 860336**

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This policy and procedures will be monitored and updated at regular intervals.