

# Stanway

## Parish Council

### Health and Safety Policy



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[www.stanwaypc.org.uk](http://www.stanwaypc.org.uk)

## 1. Introduction

Stanway Parish Council recognises and accepts its responsibility to provide a safe and healthy environment for staff, service users, contractors and visitors and undertakings and will take all reasonably practicable steps within its power to fulfil this responsibility. Through the Clerk, Managers and employees, within the ethos of self-regulation, the Authority undertakes so far as is reasonably practicable:

- to provide the necessary resources and seek the co-operation of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974 and all supportive and associated legislation concerning Health, Safety and Welfare.
- to maintain all places of work in a condition that is safe and without risk to health, including the means of access to and egress from such places of work.
- to provide and ensure that work equipment and systems of work are maintained to be safe and without risks to health.
- to provide appropriate personal protective equipment where necessary.
- to ensure safety and the absence of risks to health and the general environment in connection with the use, handling, storage, transport and disposal of articles and substances.
- to provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees as well as visitors or users of facilities, on its premises, sites and any undertakings
- to bring to the attention of all persons, including regular and temporary employees, visitors and contractors, at the place of work, their responsibilities with regard to their own safety and the safety of others who may be affected by their acts or omissions
- to ensure that all contractors employed at any premises, sites and undertakings are competent and to ensure that management systems are in place to facilitate close liaison concerning their work activities
- to implement, and where necessary practice effective procedures for use in the event of serious risk or imminent danger
- to promote joint consultation and employee involvement in health and safety at work

- to identify, eliminate or reduce hazards which may exist at a place of work through work station risk or job risk assessment and to bring such hazards that remain to the attention of persons at work
- to keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters
- to record and investigate accidents and cases of occupational disease, ill health and incidents of violence at work, in order to identify trends and take appropriate remedial and preventative measures
- to provide adequate First Aid facilities
- to monitor health and safety performances on a regular basis with regard to places of work, work activities and, where necessary, contractor activities
- to bring this policy statement and relevant health and safety arrangements to the attention of all employees and, where necessary, other persons affected by the Council's activities
- to review this Statement of Health and Safety Policy and the arrangements for its implementation as often as may be necessary

This policy will be kept up to date and reviewed annually.

## 2. RESPONSIBILITIES

### Council

The Council has the ultimate responsibility for the health and safety of Stanway Parish Council but discharges this responsibility through the Clerk down to individual managers and employees.

The Council will ensure that:

- they provide a lead in developing a positive health and safety culture throughout the organisation
- all its decisions reflect its health and safety intentions
- adequate resources are made available for the implementation of health and safety
- they will promote the active participation of workers in improving health and safety performance
- the Council's Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- adequate insurance cover is provided and renewed
- competent persons are appointed to provide health and safety assistance and advice
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- statutory examinations are planned, completed and recorded
- there is regular communication and consultation with staff on health and safety issues
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures

- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger
- health and safety objectives are set and their achievement is measured and reported in the annual report.

### **Employees**

All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their line manager whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used

### 3. Accident Investigation and Reporting

An accident is an unplanned event that causes injury to persons, damage to property or a combination of both.

A near miss is an unplanned event that did not cause injury or damage but had the potential to do so.

It is our policy to investigate:

- All accidents resulting in any reportable injury or losses of any assets
- Accidents, however minor
- All near-misses

#### Responsibilities

- Employees are responsible for reporting any workplace accident immediately to their XXXXX or the health and safety officer.
- XXXXXX are responsible for ensuring that the accident report is completed, investigating the accident, and implementing preventative measures.
- The Health and Safety Officer is responsible for maintaining accident reports, reviewing accident trends, and recommending improvements to workplace safety.

#### Procedure

1. **\*\*Immediate Action:\*\*** Ensure the safety of everyone involved. Provide first aid and call emergency services if necessary.
2. **\*\*Secure the Area:\*\*** Prevent further injury or damage by securing the area around the accident.
3. **\*\*Notify XXXX:\*\*** Report the accident to a XXXX or the health and safety officer immediately.
4. **\*\*Complete the Accident Report Form:\*\*** The injured employee or witness should provide a detailed account of the accident using the official Accident Report Form.
5. **\*\*Investigation:\*\*** The XXXX, along with the health and safety officer, will investigate the accident to determine cause and necessary corrective actions.
6. **\*\*Implement Corrective Actions:\*\*** Based on the investigation, appropriate measures will be taken to prevent future accidents.
7. **\*\*Review and Follow-up:\*\*** Monitor the effectiveness of corrective actions and adjust procedures as necessary.

#### Accident Report Form Instructions

The Accident Report Form must be completed as soon as possible after the accident. The form requires the following information:

- Date, time, and location of the accident
- Name and job title of the injured person
- Description of the accident and injuries sustained
- Name of witnesses
- Immediate action taken
- XXXX remarks and actions undertaken

Certain accidents causing injury, diseases and dangerous occurrences are reportable to the enforcing authority under the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#).

Reporting of such an incident is done on line via the [HSE portal](#).

#### **4. Alcohol and Drug Abuse**

We aim to provide a working environment that is safe, that minimises any risks to health and that makes adequate arrangements for employees' welfare whilst they are at work. The use or after-effects of drugs, alcohol and/or certain substances (including "legal highs" and whether or not prohibited by law), by any workers may put themselves or others at risk and/or result in harm and/or injury to themselves or others by leading to accidents, as well as resulting in increased levels of absence and reduced productivity.

You shall not, whilst on Council premises, be in possession of, consume and/or be under the influence of, engage in the current use, sale, attempted sale or transfer of, any intoxicating liquor, drugs (other than those medically prescribed for your personal use) or any other substances, including solvents or volatile substances, during the performance of your duties or whilst travelling/driving on business.

The consumption of alcohol during working hours (or prior to work to the extent that you may be incapable of working safely during working hours) is strictly forbidden, as is the taking of drugs other than those prescribed or taken for a medical condition.

Employees will not be allowed to remain on Council premises if, in our opinion, they are under the influence of any of the above.

Knowingly allowing an employee to continue working if affected by drugs, alcohol or other substances, when their behaviour may place them or their colleagues at risk, could make us liable to prosecution. Employees should also take personal responsibility for their own health and actions whilst at work and should take reasonable care of themselves and others who could be affected by their actions whilst at work. In addition, any employee who has a concern about any of their colleagues should raise this with <specify whom, eg "his/her manager or with the Health and Safety Manager">.

From time to time employees or workers will suffer ailments or illnesses for which legally prescribed or legally available drugs are required, either to rectify the ailment itself or to relieve the symptoms. As these drugs may also have some form of side effect, it is important that if their use is likely to affect job performance in any way (eg drowsiness), anyone taking such medication should check with their doctor or pharmacist about any possible side effects. The use of prescribed and 'over the counter' drugs that may adversely affect performance or behaviour must be reported to the employee's manager upon reporting for work so that in the event of a reaction and/or accident at work, the medication may be taken into account. The aim is to protect everyone's safety and in certain cases it may be necessary to restrict some activities or move the person to other, less risky, work until fully recovered.

#### **5. Consultation and Training**

The Council is committed to providing employees with adequate information, instruction and training.

A mixture of both internal and external training will be provided and;

- We will ensure that all newly appointed or promoted staff receive an efficient induction into their jobs.
- We will provide training to increase the productivity and performance of existing staff, ensuring that they are updated in line with new legislative requirements, techniques and technology.
- Training needs will be reviewed at least once a year.
- Records of training will be kept for all employees.

## 6. Contractors

All contractors working on our premises and land or on our behalf are required to comply with appropriate rules and regulations governing their work activities and as set out in their contract for services.

Before any work is undertaken a risk assessment and method statement are requested.

## 7. COSHH

This COSHH Policy outlines the commitment of the Council to comply with the Control of Substances Hazardous to Health Regulations. The goal is to protect employees and others from the hazards presented by substances used or present in the workplace.

### Objectives

The objectives of this policy are to:

- Identify hazardous substances in the workplace.
- Assess the risk of health from exposure.
- Implement control measures to prevent or reduce exposure.
- Ensure all staff are informed, trained, and supervised on the control measures in place.
- Monitor exposure levels and health surveillance where required

### Scope

This policy applies to all employees, contractors, and visitors of the Council Name who may be exposed to hazardous substances during their work activities.

### Responsibilities

**\*\*Employer:\*\*** To ensure that risks from hazardous substances are assessed and controlled, information and training are provided to employees, and health surveillance is carried out as required.

**\*\*Managers:\*\*** To ensure that all control measures are implemented effectively, adequate training is provided, and COSHH assessments are conducted for their areas of responsibility.

**\*\*Employees:\*\*** To use control measures correctly, attend training, report any hazardous conditions, and use personal protective equipment as required.

### Risk Assessment

COSHH risk assessments will identify hazardous substances, the risks they present, and the measures required to control the risks. Assessments will be reviewed and updated regularly or when there is a significant change in the process or substances used.

### Control Measures

Control measures to prevent or reduce exposure to hazardous substances may include substitution with a less hazardous substance, engineering controls such as ventilation, work process changes, safe work procedures, and the use of personal protective equipment (PPE).

### Information, Instruction, and Training

All employees will receive information and training on the hazards of the substances they work with, the control measures in place, the importance of personal hygiene, and the use of personal protective equipment.

## 8. Display Screen Equipment

All reasonable steps will be taken by the Council to secure the health and safety of employees who work with display screen equipment.

To achieve this objective the Council will:



- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply, free of charge, of any corrective appliances (basic spectacles) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their line manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

See further guidance at appendix 2.

## 9. Lone Working

Stanway Parish Council will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Stanway Parish Council will determine, by risk assessment, those activities where work can be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, machinery, goods, substances, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces

- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health

### Information and Training

Employees will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area a member of staff is aware of your location and expected time frame necessary to complete the task
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person or simply prohibited from being a lone working activity
- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office every couple of hours indicating your movements
- if there is no mobile phone connectivity then ensure you arrange for an alternative method of checking in i.e. visiting the office, walkie talkie, other
- do not put yourself at risk; if you do not feel safe discuss the situation with the Clerk

Certain tasks will not be carried out whilst working alone and these include working at height i.e. from ladders, heavy lifting activities. Further arrangements will be put in place for these activities.

Refer to the Lone Working Policy and risk assessment for further details.

## **10. Manual Handling**

Manual handling risks are present in most aspects of work.

We will undertake risk assessments in respect of all manual handling operations identified as having a significant risk and will strive to reduce these risks as far as possible.

Training in lifting techniques will be provided for staff involved in all operations identified as having a significant risk. Techniques are detailed in Appendix 1.

## **11. Noise**

Certain activities generate noise such as the use of equipment and machinery however it is the exposure over a long period of time that is most likely to cause harm.

The Council will assess the level of exposure and put the appropriate level of control in place which may include replacing the noisy equipment or it may be a simple of providing ear protection for individuals.

All employees affected by noise will be provided with information, instruction and training.

## **12. Occupational Ill Health**

We will take all reasonably practicable measures to prevent our employees from suffering any adverse health risks. Early detection of adverse health risks associated with our activities allows the council to confirm that adequate controls measures are in place.

Where, by risk assessment, it is considered appropriate we will provide health surveillance by qualified medical professionals.

All employees considered to be at risk will be required to comply with all reasonable requests for medical surveillance.

The frequency of surveillance will be determined by several factors which may include the individual's susceptibility to harm. This will be discussed with the health professional and a programme of testing put into place.

## **13. Personal Protective Equipment (PPE)**

PPE will be provided where our risk assessments show that a risk cannot otherwise be avoided.

It will only be used where it is not reasonably practicable to modify the activity, the process, or the method of work to prevent risk.

PPE will be maintained and replaced as necessary to ensure its effectiveness. Employees must report loss or obvious defects in PPE as soon as practicable.

## **14. Pregnant Employees**

We recognise that all work involving pregnant women and nursing mothers will need to take into account their physical and psychological capacity.

Employees are reminded that they have a duty to advise their employer as soon as possible that they are pregnant and by the end of the 15<sup>th</sup> week before your expected due date.

Please refer to the maternity policy for details of health and safety during pregnancy.

### **15. Safety Inspections**

Safety inspections will be arranged at appropriate intervals. All safety equipment such as interlocking guards, emergency stops and pressure mats will be regularly tested to ensure effectiveness.

### **16. Stress Management**

We recognise that stress is an increasing factor in our daily lives.

The definition of stress is “the adverse reaction people have to excessive pressure or other demands placed upon them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

The Council will attempt to identify the stressors within the workplace and control them.

Wherever possible, it will consult with staff on issues and provide relevant training in good management practices.

The Council will provide confidential counselling for staff affected by stress caused by work related issues.

It is every employee’s responsibility to raise concerns to the Clerk and accept counselling when recommended.

### **17. Play Areas**

The Council recognises the need to keep the play areas and equipment safe for the users and as such will continue to do the following :-

- Weekly inspection of the play areas
- Annual Independent Inspection.
- Adequate insurance provision.

### **18. Work Equipment**

We will, so far as is reasonably practicable, ensure that all work equipment is safe and without risk. To minimise the risk of injury from work equipment we will:

- Carry out risk assessments of all equipment in use and all new or second hand equipment purchased.
- Carry out inspections to ensure all safety critical features remain fully effective.
- Ensure that all maintenance procedures are kept up-to-date.
- Provide suitable training

## 19. Young Persons

We will pay special regard to the needs of any young persons by risk assessing the tasks we are asking them to do and take into account their inexperience and immaturity.

## 20. Summary

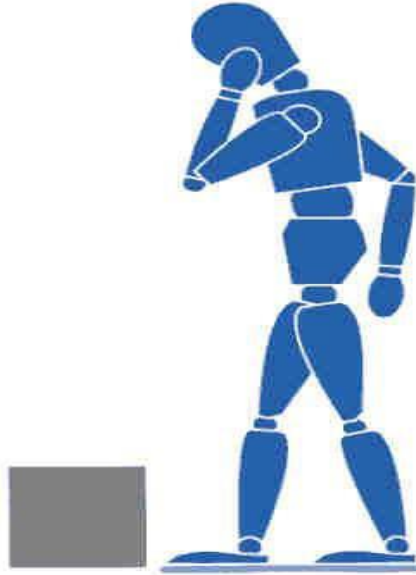
- Overall and final responsibility for health and safety is that of the Parish Council
- Day to day responsibility for ensuring the policy is put into practice is delegated to the Clerk
- Employees should report any health and safety concerns to the Clerk
- The Clerk will be responsible for ensuring any risk assessments as required by Regulations are undertaken.
- Action required to reduce or control the risks will be approved by the Clerk
- The Clerk will be responsible for ensuring that employees are made aware of the findings of the risk assessments and any control measures identified.
- Any defects in plant, equipment, buildings or systems should be reported to the Clerk
- Induction training for new employees is the responsibility of the Clerk
- Job training will be co-ordinated by the Clerk
- The training plan will be reviewed at least annually
- Training records are kept in the Clerk's office
- The Accident Book is kept In the Clerk's office
- All accidents should be reported to the Clerk
- the Clerk and the Chairman of the Council will conduct the accident investigation

## APPENDIX 1 - Manual Handling

### PRINCIPLES OF GOOD HANDLING TECHNIQUE

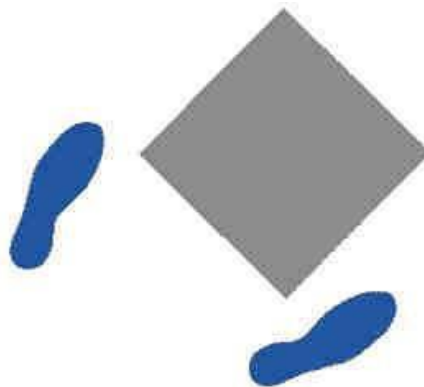
#### 1. Planning

Plan the lift, consider where the load is to be placed, the distances involved, are there any obstructions such as closed doors? is assistance required?, can handling aids or equipment be used?



#### 2. Feet

The feet should be positioned apart (shoulder width), one foot ahead of the other in the direction of the intended movement



#### 3. Knees

Adopt a good posture for handling with the knees bent (not squat – don't kneel), in order to gain the most effective power from the thigh muscles

#### 4. Back

The back should be straight - not necessarily vertical (15 - 20°) from vertical is alright, keeping the natural curve of the spine. It may help to tuck in the chin. If necessary, lean forward a little over the load to get a good grip and to keep the centre of gravity over the load.

#### 5. Arms

The arms should be close to the body (nearer the centre of gravity) with the shoulders level and facing the same direction as the hips.



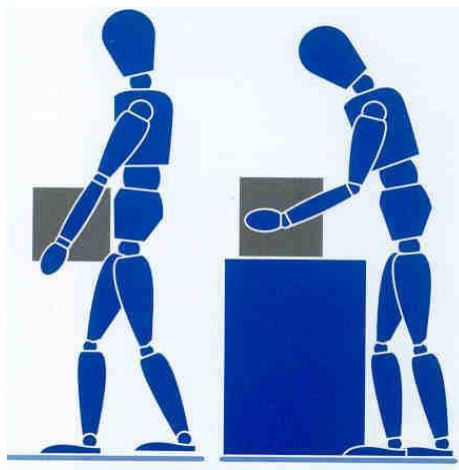
#### 6. Hands

Ensure a firm grip on the load using the roots of the fingers and the palm of the hand. Holding the load this way is also less tiring than keeping the fingers straight.

#### 7. Head

Raise the chin out and up as the lift begins, otherwise this results in round shoulders and a curved spine.

#### 8. Moving the load



- Keep the load as close to the trunk for as long as possible, and where relevant, keep the heaviest side of the load close to the body. Slide the load towards you if required.

- Lift smoothly
- Move the feet not the trunk when turning to the side, i.e., don't twist.
- Put the load down and then slide the load into the required position if necessary.

## 9. Team Handling

Handling by two or more people may make possible an operation that is beyond the capability of one person, or reduce the risk of injury to a solo handler.



Additional difficulties may arise if team members impede each other's vision or movement, or if the load offers insufficient good handholds. This can occur particularly with compact loads which force the handlers to work close together or where the space available for movement is limited.

When lifting loads at or near floor level is unavoidable, handling techniques which allow the use of relatively strong leg muscles rather than those of the back are preferable, provided the load is small enough to be held close to the trunk. In addition, if the task includes lifting to shoulder height, allow the handlers to change hand grip. Bear in mind, however, that such techniques impose heavy forces on the knees and hip joints which must carry both the weight of the load and the weight of the rest of the body.

The closeness of the load to the body can also be influenced by foot placement. The elimination of obstacles which need to be reached over or into will permit the handler's feet to be placed beneath or adjacent to the load before beginning the manual handling operation.



## **APPENDIX 2 - Display Screen Equipment (DSE)/Visual Display Unit (VDU)**

### ***Some practical tips:***

#### **Getting comfortable**

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough work space to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

#### **Keying In**

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

#### **Using a mouse**

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk, and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.

#### **Reading the screen**

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focused and should not flicker or

move. If they do, the VDU may need servicing or adjustment.

### **Posture and breaks**

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation)
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.