



Coxhoe Parish Council

Health and Safety Policy

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1. Introduction

1. Coxhoe Parish Council recognises its responsibilities as an employer for providing a safe and healthy environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
2. The Council will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974 and will have regard to health and safety legislation, approved Codes of Practice, Guidance Notes and other relevant information issued by the Health and Safety Executive.
3. An up-to-date copy of this Policy shall be maintained on Coxhoe Parish Council's website.

2. Purpose

1. The purpose of this Policy is to ensure that Coxhoe Parish Council provides, as far as is reasonably practicable:
 - A safe place to work and a safe working environment
 - Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely
 - Care and attention to health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

3. Responsibilities

1. The ultimate responsibility for health and safety rests with the Councillors of Coxhoe Parish Council. Day to day responsibility for implementation is delegated to the Clerk. However, all employees have responsibility for health and safety matters during their day to day duties.

2. Responsibilities of the Clerk

The Clerk will:

- A. Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly.
- B. Ensure sufficient information, instruction, training and supervision to enable all employees to identify and avoid hazards.
- C. Ensure that regular risk assessments are carried out where required.
- D. Maintain a record of risk assessments.
- E. Make effective arrangements to ensure that contractors or voluntary helpers working for the Council comply with all reasonable health and safety at work requirements.
- F. Maintain a central record of notified accidents.
- G. Ensure that the workplace and equipment is subjected to regular health and safety checks.

- H. When an accident or hazardous incident occurs take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- I. Any health and safety issues that cannot be addressed adequately should be referred to the Chair of the Parish Council or if they are unavailable to the Vice Chair.

3. Responsibilities of Councillors, employees, contractors and voluntary helpers

Councillors, employees, contractors and voluntary helpers will:

- A. Cooperate fully with the aims and requirements of the Health and Safety Policy and comply with Codes of Practice, risk assessments or work instructions for health and safety.
- B. Familiarise themselves and ask for advice (where considered necessary) in relation to health and safety instructions.
- C. Take reasonable care of their own health and safety, use appropriate personal protective clothing and safety equipment and, where appropriate, ensure the appropriate First Aid materials are available.
- D. Take reasonable care for the health and safety of other people who may be affected by their activities.
- E. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
- F. Not misuse any plant, equipment, tools or materials so as to cause risks to health and safety.
- G. Report hazards and defects to the Clerk immediately. If reports are made verbally, they should be followed up by a written report confirming the nature of the problem, its severity and any recommendation for action.
- H. Report any accidents or hazardous incidents to the Clerk immediately or as soon as is reasonably practicable and to assist with the investigation of such.
- I. Notify their line manager if they have any notifiable diseases.

4. **Specific Advice**

- 1. Lifting and Handling: see Appendix 1.
- 2. Managing Contractors Checklist: see Appendix 2.
- 3. Managing Volunteers Checklist: see Appendix 3.
- 4. Homeworking Checklist: see Appendix 4
- 5. Display Screen Equipment: see Appendix 5.

5. **Policy Review**

- 1. Coxhoe Parish Council will review this Policy as is necessary and appropriate, and at a minimum on an annual basis.

Appendix 1 LIFTING AND HANDLING

1. The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused though “handling goods” than any other single action. Manual lifting is included in this and an incorrect technique can cause; hernia; torn back muscles; “slipped disc”; cuts; bruises; crush injuries to fingers, hands and forearms; crush injuries to toes; cuts and bruises to the legs and feet.
2. The following basic rules are produced to help reduce these accidents: Never attempt to lift anything beyond your capability. If an object is to be lifted manually: a) Bend the knees and crouch to the object. b) Get a firm grip using the whole hand and not the finger tips. c) Keep the back straight. d) Tuck the chin in. e) Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting. f) Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement. g) Avoid pinching the fingers when releasing the object.

Appendix 2 MANAGING CONTRACTORS SELECTION CHECKLIST

1. When selecting contractors always check that they are competent (qualifications, recommendations, etc.)
2. Check their risk assessments and method statements (where appropriate)
3. Share health and safety information with contractors (relevant risk assessments, asbestos information, fire safety arrangements, etc.)
4. Ensure good co-operation and co-operation during the works
5. Make those impacted aware of the work and the agreed safety arrangements
6. Monitor contractor’s activities to ensure they are meeting the agreed health and safety requirements
7. Check that contractors have the required insurance

Completed checklist to be attached to contractor’s risk assessment.

Appendix 3 MANAGING VOLUNTEERS CHECKLIST

1. When using volunteers always check that they are competent
2. Produce risk assessments and method statements (where appropriate) and ensure volunteers are aware of this assessment
3. Nominate one volunteer (or employee/councillor) to act as coordinator to ensure information is circulated and that volunteers are aware who to report an incident to.
4. Share health and safety information with volunteers (relevant risk assessments, asbestos information, fire safety arrangements, etc.)
5. Ensure good co-operation and communication during the activity
6. Make those impacted aware of the work and the agreed safety arrangements
7. Monitor volunteers' activities to ensure they are meeting the agreed health and safety requirements
8. Check the Parish Council has the required insurance

Completed checklist to be attached to the relevant risk assessment.

Appendix 4 COXHOE PARISH COUNCIL HOMEWORKING CHECKLIST

To be completed by the employee, with guidance from the Clerk (or Chair for the Clerk) and reference to any homeworking and/or lone working risk assessment or policy.

1. DISPLAY SCREEN EQUIPMENT.

1:1. Do you have a suitable desk? YES NO N/A NB: The height should be approx. 750mm and the depth sufficient to hold the PC and keyboard

1:2. Do you have a suitable chair? YES NO N/A NB: The chair must be stable, with adjustable height and back support)

1:3. Have you completed a DSE workstation assessment? YES NO N/A If no, please complete one ASAP

1:4. Do you use a laptop and if so does it have a separate keyboard? YES NO N/A

1:5. Have you read the information and advice for display screen equipment users? YES NO N/A

2. ELECTRICS.

2:1. Can all equipment be switched off easily and quickly? YES NO N/A

2:2. Are all flexes/wires in good condition and free from damage? YES NO N/A

2:3. Are wires placed so they can't be damaged or tripped over? YES NO N/A

2:4. Are all sockets in good condition and free from cracks/damage? YES NO N/A

2:5. Is all electrical equipment in good condition and damage free? YES NO N/A

2:6 Are all cables securely fixed in their plugs? YES NO N/A

2:7 Are correct fuses fitted (where appropriate)? YES NO N/A

3. HAZARDOUS SUBSTANCES.

3:1. Do you use any hazardous substances when working from home? YES NO N/A (i.e. anything with a warning label)

3:2. If yes, do you have the manufacturer's safety data sheets? YES NO N/A

3:3. Do you have suitable, secure storage for any chemicals used? YES NO N/A

4. MANUAL HANDLING.

4:1. Are you aware of the correct procedures for manual handling activities? YES NO N/A

5. WORK EQUIPMENT.

5:1. Has all equipment been checked to make sure that it's suitable? YES NO N/A

5:2. Is equipment checked regularly (i.e. visual checks) for faults/damage? YES NO N/A

5:3. Are heavy items stored at the lowest point of shelves/cabinets? YES NO N/A

6. FIRE SAFETY.

6:1. Do you have a smoke detector in your working area? YES NO N/A NB: If no, you need to arrange for one to be fitted ASAP

6:2. Do you check it weekly to make sure it's working? YES NO N/A

6:3. Is anything blocking the cooling vents/fans on electrical equipment? YES NO N/A e.g. paper, equipment., etc.

7. FIRST AID.

7:1. Do you have a suitable equipped first aid box? YES NO N/A

8. ACCIDENT REPORTING.

8:1. Are you aware that any accident or 'near miss' incident while home working must be reported to the Clerk (or Chair) as soon as reasonably practicable and an accident report must be completed? YES NO N/A

9. SECURITY.

9:1. Is your equipment placed so it can't be seen from outside your home? YES NO N/A

9:2. Are all doors and windows secure? YES NO N/A

10. WORKING ALONE.

10:1 Have you agreed how you will communicate with your manager? YES NO N/A

10.2. Have you agreed your working pattern and any recording required? YES NO N/A

10.3 Are you aware of the home and lone working arrangements? YES NO N/A

11. INSURANCE

11.1 Does your home insurance cover working from home? YES NO N/A

ANSWERS:

YES answers require no further action (except section 3 on hazardous substances).

NO answers require further investigation and/or remedial action by the employee and/or their line manager.

Date:

Employee Name:

Employee Signature:

Line manager's Name:

Line Manager's Signature:

NB: This checklist should be reviewed on a regular basis (e.g. annually) or whenever there is a change to the homeworker's circumstances (e.g. moving home, refurbishments, etc.).

Completed checklist to be attached to retained by Parish Clerk and reviewed annually.

Appendix 5: DISPLAY SCREEN EQUIPMENT

1. Use of the computer

The Keyboard Adjust the keyboard and mouse to suit your hand movements. A wrist rest in front of the keyboard will help alleviate strain and the possibility of Repetitive Strain Injury. If you are not a trained keyboard operator it will be worthwhile taking training to improve your technique.

Use the most up to date mouse that you can purchase. The preferred model operates without a roller-ball and has a central wheel for scrolling.

Do not sit in the same position for long periods. Take a break and move away from the desk to exercise your limbs by doing something else. If there are no such natural breaks in your job then your employer should plan them with you and agree them into your working arrangements. If you have a problem, talk to your employer or the local office of the Health and Safety Executive.

2. Eye tests for Display Screen Equipment Users

Coxhoe Parish Council will arrange an eye test for users of display screen equipment if one is requested. The council will provide glasses (at the lowest cost of the contracted optician) only if an employee needs them solely for display screen use.

Long spells of display screen work can lead to:

- tired eyes
- discomfort
- temporary short-sightedness
- headaches.

Display screen work is visually demanding, so it can make someone aware of eyesight problems they have not noticed before (including changes in eyesight that happen with age).

Employees can help their eyes by:

- checking the screen is well positioned and properly adjusted
- making sure lighting conditions are suitable
- taking regular breaks from screen work.