

HEALTH AND SAFETY POLICY STATEMENT

This is the Health and Safety Policy Statement of

SUTTON-IN-CRAVEN PARISH COUNCIL

The Council considers that the promotion of health and safety in the work place is a joint objective of management and employees. It is a Council policy to do all that is reasonable to prevent personal injury or damage to property and to protect everyone, including members of the public, from foreseeable hazards in the work place.

OUR STATEMENT OF GENERAL POLICY IS;

Sutton-in-Craven Parish Council. In accordance with the requirements of the Health and Safety at Work Act (1974), and the Management of Health and Safety at Work Regulations (1998), accepts its duty to provide and maintain safe, healthy working conditions for all its employees. It also accepts its duty to provide and maintain safe, health working conditions for all its employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the Council.

The Parish Council will take reasonable steps to ensure that it complies with the law on Health, Safety and Welfare and any relevant Regulations, Approved Codes of Practice and Guidance. It will provide the resources to ensure the safety of its employees and others affected by its work.

The Parish Council will take all reasonable steps to ensure:

- To provide adequate control of the health and safety risks arising from our work activities;**
- To consult with our employees on matters affecting their health and safety;**
- To provide and maintain safe plant and equipment;**
- To ensure safe handling and use of substances;**
- To provide information, instruction and supervision for employees;**
- To ensure all employees are competent to do their tasks, and to give them adequate training;**
- To prevent accidents and cases of work-related ill health;**
- To maintain safe and healthy working conditions; and**
- To review and revise this policy as necessary at regular intervals.**

- **That this policy is brought to the attention of all employees, members of the public, contractors, volunteers and Councillors and is reviewed annually.**
- **All Councillors, employees/contractors and volunteers have a duty to take reasonable care for their own safety and that of any persons who may be affected by their actions.**

The Council has established a comprehensive Health, Safety and Welfare Policy in compliance with current legislation. Within the Policy all levels of management with the Council have general responsibilities and where applicable, specific duties for hazardous activities.

To enable the Council to fulfil their legal obligations, your co-operation, assistance and involvement is of the utmost importance.

You have a legal duty to:

Co-operate with the Council on all health and safety related issues;

Ensure your health and safety and that of others, and be accountable for your actions;

Not interfere with or misuse anything provided in the interest of health and safety;

Report accidents, incidents or anything which might cause danger.

For your own health and safety you **MUST** follow the code of conduct. Any deviation from it may lead to personal Company prosecution by the enforcing authority and may necessitate appropriate disciplinary procedures against an individual, by the Council.

To implement the Health and Safety Policy, the Council is required to identify hazards and take effective measures to reduce and control the risks. Your suggestions and experience will be an important contribution in determining the actions necessary to achieve this.

Finally, please follow the guidance provided within this booklet and advise the Council of any health and safety problems.

RESPONSIBILITIES

1. Overall and final responsibility for health and safety is that of **SUTTON PARISH COUNCIL**
2. Day-to-day matters of Health and Safety are dealt with by the **Clerk** acting on behalf of the Council.
3. To ensure health and safety standards are maintained / improved, the following people have responsibility in the following area

The Park Keeper – The Park Pavilion Staff - Pavilion

4. All employees have to
 - Co-operate with supervisors and managers on health and safety matters;
 - Not interfere with anything provided to safe guard their health and safety;
 - Take responsible care of their own health and safety; and
 - Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

- Risk assessment will be undertaken by **A member of the Council/Clerk or an appointed body.**
- The findings of the risk assessment will be reported to **The Council.**
- Action required to remove/control risks will be approved by **The Council.**
- **The Clerk** will be responsible for ensuring the action required by the Council is implemented.
- **Senior Staff/Park Keeper** will check that the implemented actions have removed / reduced the risks.

SAFE EQUIPMENT

- Staff will be responsible for identifying all equipment needing maintenance.
- The Council will be responsible for ensuring effective maintenance procedures are drawn up.
- The Council will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with equipment should be reported to the Clerk.
- The purchaser will check that new equipment meets health and safety standards before it is purchased.

SAFE HANDLING AND USE OF SUBSTANCES

- Staff responsible for buying will check that new substances can be used safely before they are purchased.
- All hazardous substances should be stored separately in their original containers and, if necessary, in suitable locked facilities. All substances should be used and stored following manufacturer's instructions. If you are in doubt, contact the clerk.

INFORMATION, INSTRUCTION AND SUPERVISION

- The Health and Safety Law poster is displayed at the Park Pavilion and leaflets are issued by the Clerk.
- Health and Safety Advice is available from the Clerk.
- Supervision of young workers/trainees will be arranged by the Council, Undertaken by respective staff and monitored by the Clerk.
- The Park Keeper/Pavilion Manager is responsible for ensuring that our employees working at giving locations under their control are given relevant health and safety information.

COMPETENCY FOR TASKS AND TRAINING

- Induction training will be provided for all employees by the Senior Staff of the relevant department.

- The Council will send staff on training course where necessary.
- Training will be identified by the Council, arranged by the Clerk and monitored by the Clerk/Supervisor.

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

- Health surveillance is required for employees doing the following jobs.
Chemical Spraying.
- The First Aid Box is kept at the Park Pavilion.
- All accidents and cases of work-related ill health are to be recorded in the accident book and to be reported to the clerk. The book is kept at the Pavilion.
- The Clerk is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.
- If it is necessary to call for an ambulance dial 999 for the emergency services. On no account should you move anyone who appears to be seriously injured unless it is essential to do so for reasons of personal safety.

MONITORING

- To check our working conditions, and ensure our safe working practices are being followed, we will make regular spot check visits and will investigate any accidents or ill health.
- The Council is responsible for investigating work-related causes of sickness absences and is responsible for acting on investigation findings to prevent recurrence.

EMERGENCY PROCEDURES – FIRE AND EVACUATION

- The Council is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by Staff every week.
- Fire extinguishers are maintained and checked by Chubb Fire Limited.

- Emergency Evacuation will be tested twice a year.

ARRANGEMENTS FOR HEALTH AND SAFETY

In order to promote and preserve the safety of all employees the following guidelines must be observed.

The Pavilion Kitchen / Tea Room

Spillages must be cleaned up immediately.

Use warning signs for wet floors.

Electric lighting must be in order.

All rubbish to be immediately placed in the bins provided.

Frayed and damaged electrical leads or plugs must not be used.

Report equipment faults promptly.

All cleaning and electrical equipment, to be used in accordance only with manufacturer's instructions and avoiding long trailing flexes.

Use the correct cleaning product for the job.

Cupboard doors and draws must be closed immediately after use.

All fire appliances and fire exits must be kept free from obstruction and in plain sight.

All gangways must be kept clear at all times.

Wear suitable footwear.

Do not lift anything which may cause you injury to your health – Ask for assistance.

Do not work above 2 metres unless you have safe access equipment, are authorised to do, and the work is undertaken in a safe, pre-planned manner.

Please do not stand on chairs or other unsuitable equipment or surfaces.

The Park

All cleaning equipment, tools and power tools to be used in accordance only with manufacturer's intentions and avoiding long trailing flexes crossing pedestrian routes.

Electrical lighting must be in working order when needed.

Frayed damaged electrical leads or plugs must not be used.

The provisions of all prevailing legislation relating to any vehicle used must be observed.

All rubbish to be immediately placed in bins provided.

Follow manufacturer's instructions and intentions when using hazardous substances and wear the relevant protective clothing.

Report equipment faults promptly.

When using machinery follow guidelines and wear the correct protective clothing.

Spillages must be cleaned up immediately.

When working at height the correct safety equipment must be used and the work must be undertaken in a pre planned manner.

Do not lift anything which may cause you injury to your health – Ask for assistance.

SUTTON PARISH COUNCIL CODE OF CONDUCT AND EMERGENCY PROCEDURES

PLEASE REPORT:

- ⇒ **ANYTHING** which may be hazardous to you or anyone else.
- ⇒ Equipment malfunctions and electrical defects.
- ⇒ The discharge of any extinguisher.
- ⇒ Any medical condition which may affect your safety while using equipment or which may be hazardous to other persons.
- ⇒ **ALL** accidents and ensure they are recorded in the accident book.
- ⇒ **ALL** incidents (near-misses) regardless of any lack of damage or injury
- ⇒ **ALL** accidental or otherwise damaged equipment.

General

- ⇒ Comply with safety signs and follow the warnings given.
- ⇒ Ensure the work place is kept clean and tidy.
- ⇒ Pick up litter, mop up or report spills.
- ⇒ Lift correctly.

Please Don't

- ⇒ Leave equipment in a condition or position where it may later injure you or someone else.
- ⇒ Lift anything which may cause you injury to your health – Ask for assistance.
- ⇒ Let any person operate or touch equipment for which only you have been trained and have responsibility for its safe use.
- ⇒ Empty hazardous substances down the drains.

Electrical

Please ensure that you:

- ⇒ Know the location of your equipment's electrical switches.
- ⇒ Inspect the cable, plug and equipment for signs of misuse, damage or wear prior to using it.

Please Don't

- ⇒ Bring any personal electrical or portable radio equipment onto Parish Council premises unless authorisation has been given.
- ⇒ Leave trailing cables which you or others might trip over.
- ⇒ Remove or open equipment casings which will expose mains voltages or attempt to repair, modify or maintain any equipment for which you are not trained to do so.
- ⇒ Electrical inspections (PAT TESTING) are carried out annually to comply with legislation if you see any items without the dated sticker, inform the office and do not use until testing can be arranged.

Substances

Please ensure that you:

- ⇒ Return unused equipment/substances or other items to their correct and safe storage area.
- ⇒ Follow the safe use, transportation, handling and storage of chemicals from the COSHH assessment provided.
- ⇒ Keep all lids on substances between applications and when not in use.

Safe Access

Please Don't:

- ⇒ Work above 2 metres unless you have safe access equipment, are authorised to do so, and the work is undertaken in a safe, pre-planned manner.
- ⇒ Climb racking or any structure or stand on chairs or other unsuitable equipment or surfaces.
- ⇒ Store items on top of cupboards or other inappropriate places.

First Aid

– Please ensure that you:

- ⇒ Know who the first aiders are.
- ⇒ Report anything that you suspect may cause an injury.
- ⇒ Report any accident and record it in the accident book.
- ⇒ Check with the first aider before using anything from the first aid kits.

Please Don't

- ⇒ Use the first aid cabinets to store your own medicines, ointments, tablets etc.
- ⇒ Use the pins, bandages, plasters etc. for any other purpose.

Fire

Please ensure that you:

- ⇒ Know the fire escape routes and the relevant evacuation, procedures.
- ⇒ Know where the extinguishers are and how to use them.
- ⇒ Sound the Alarm on discovering fire or shout 'FIRE FIRE FIRE'.

- ⇒ Report to the assembly point on hearing the fire alarm or person shouting 'FIRE'.
- ⇒ Know the correct type and operation of extinguishers.
- ⇒ Keep the fire exits clear of obstruction.
- ⇒ Report any suspected fire hazards to the Health and Safety Co-ordinator.
- ⇒ Know your fire contacts.

Please don't

- ⇒ Smoke in hazardous or unauthorised areas. Smoking is prohibited in the Pavilion and within 5m distance of its parameters.
- ⇒ Tackle a fire BEFORE sounding the alarm and only then if you are confident that you can put it out without endangering yourself or others.
- ⇒ Do not stop to collect personal possessions.
- ⇒ Re-enter a building after a fire until authorised to do so.

Ideas and Suggestions

You are encouraged to submit ideas for improving the health, safety, welfare and efficiency of the Council.

Under no circumstances must employees put themselves or others at risk in a fire situation.

Remember – You must accept responsibility for your own health and safety whilst at work by co-operating with the Council.

If you do not understand any of the health and safety codes of conduct, please contact the Health and Safety Co-ordinator. (The clerk).

These codes of conduct are to be kept at work for your reference.

FURTHER INFORMATION

Lifting and Handling

- a) **Never attempt to lift anything beyond your capability.**
- b) **If an object is to be lifted manually:**
 - Bend the knees crouch to the object.
 - Get a firm grip using your whole hand and not the fingertips.
 - Keep the back straight.
 - Tuck the chin in.
 - Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.
 - Push off with the rear foot.
 - Straighten the legs and raise the object. Move off in the required direction in one smooth movement.
 - Avoid pinching the finger when releasing the object.

Stress

Stress provides motivation and achievement. However, if you become over-stressed a range of medical symptoms may appear together with low performance, irritability and depression etc. Stress can be caused by environmental factors such as noise, heat humidity, cold or lighting as well as work relationships, work loads and tight deadlines and where routine tasks may product major problems.

Most people will suffer from stress at some time during their life. Often this can be resolved by making the Council aware of the problems you or others may be facing. It is the Councils Policy to address all stress related issues to ensure health; safety and welfare of its workers so please contact your superior. Any consultation will be kept in the strictest of confidence.

Bullying violence, Racist, Sexist and Derogatory Actions or Remarks

The Council aims to foster good working relationships and encourages a sense of humour to enhance morale amongst all those who working for the Council but most importantly to take care of their own health and safety and that of others.

It is the policy of this Council not to tolerate any bullying, violence, threatening behaviour, racist, sexist and any action or remark that is derogatory to any person. Irresponsible behaviour can be both harmful, and dangerous. Any such behaviour will be considered a breach of the relevant legislation and appropriate action may be taken.

If you feel you are being subjected to any such treatment you should contact any superior to whom you can relate and with whom you feel comfortable. Where possible, all such complaints will remain in the strictest confidence save for any investigation to ascertain the allegations and undertake appropriate action.

NOTICE TO CONTRACTORS

A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements.

1. You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
2. The Council will retain the right to stop any operation and or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety or health of employees or others. The Council will not accept any responsibility for increased costs arising out of such action. In the event of the Council taking this action, your site representative will be notified verbally will have confirmation in writing by the Council's representative to order such stoppage.

3. The will be indemnified by your or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees.
4. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of regulations.

