

# WEST DOWN PARISH COUNCIL



## West Down Parish Council Health and Safety Policy

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06 Nov 2023	Header added to document	5104	02

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## Policy Statement

It is the policy of West Down Parish Council to comply with the Safety, Health and Welfare at Work Act 1974, and any other relevant regulations or codes currently applicable in the United Kingdom.

It is the policy of West Down Parish Council to consult with all councillors and employees on matters of health & safety. Councillors and employees are encouraged to comply with the Health and Safety Policy and to notify the Chairman of the West Down Parish Council of any identified hazards in the workplace.

West Down Parish Council will ensure so far as is reasonably practicable that;

- Adequate resources are provided to ensure that proper provision can be made for health and safety.
- Risk assessments are carried out where required and periodically reviewed.
- All employees, contractors and members of the public are provided with information, as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions.
- Any machinery and equipment provided for use by West Down Parish Council is safe and without risk to health and is maintained in such condition,
- The working environment of all employees, contractors and members of the public is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare.
- The work place is safe and that there is safe access to and egress from the work place.

All contractors working for West Down Parish Council have a responsibility to meet these same standards.

This Policy will be subject to periodic revision and is liable to amendment if circumstances change. The Policy is a proactive document and is part of a wider continual improvement and learning process in the area of safety, health and welfare at work.

A copy of this Policy is issued to all Councillors and employees and is to be made available to contractors and members of the public while on West Down Council business.

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## Health and Safety Responsibilities West Down Parish Council

West Down Parish Council are responsible for the day to day implementation and the development of the safety policy and the provisions of the necessary resources to achieve this. Acceptable health and safety practice will be achieved through the effective operation of a safety policy, safe systems of work, safe working procedures and full employee, contractor and members of the public co-operation.

West Down Parish Council shall ensure:

- That safe working conditions and practices are maintained.
- That they communicate the safety policy, procedures and conditions.
- That they set a good example of safe working practices and promptly correct unsafe practices by employees under their jurisdiction.
- That all employees are aware of the hazards that exist, and that they are trained in the safe way to work with these hazards.
- All safety rules are enforced firmly and fairly.
- Everybody is aware of the fire procedures and fire drill and the location of the first aid facilities, when using the Parish Hall.
- That good housekeeping is maintained.
- That they investigate all accidents including those, which result in minor injury or where potential serious injury was present (recording same).
- That all new or changed facilities or equipment are checked to ensure their safety before operation.
- That they are aware of and understand all applicable safety practices and regulations by keeping up to date.



## Arrangements for Health and Safety Systems and Procedures including General Safety and Conduct of Employees

Employees have general statutory obligations under the Safety, Health and Welfare at Work Act 1974, which includes the following:

Employees must:

- Comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect their own safety, health and welfare and the safety, health and welfare of other persons who may be affected by their acts or omissions at work,
- Ensure that they are not under the influence of an intoxicant to the extent that they are in such a state as to endanger their own safety, health or welfare at work or that of any other persons and to comply with the provisions of the provisions for intoxicants at work found in the Safety, Health and Welfare at Work Act 1974.
- Co-operate with West Down Parish Council or any other person, to comply with the relevant statutory provisions, as appropriate.
- Not engage in improper conduct or other behaviour that is likely to endanger their own safety, health and welfare at work or that of any other persons.
- Attend such training and, as appropriate, undergo such assessment as may reasonably be required by West Down Parish Council or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by them.
- Having regard to their training and the instructions given by their employer, make correct use of any article or substance provided for use by them at work or for the protection of their own safety, health and welfare at work, including protective clothing or equipment.

Report to any West Down Parish Councillor or to any other appropriate person, as soon as practicable:

- Any unsafe act, i.e. work being carried out, or likely to be carried out, in a manner which may endanger the safety, health or welfare at work of themselves or that of any other person,
- Any hazard, i.e. defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of themselves or that of any other persons, or
- Any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of themselves or that of any other persons, of which they are aware.
- A person shall not intentionally, recklessly or without reasonable cause—
- misuse, damage or interfere with anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or
- place at risk the safety, health or welfare of persons in connection with work activities.

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In addition, employees are reminded to:

- Only carry out duties you are trained to perform.
- Keep work areas clean and uncluttered.
- Use correct manual handling procedures when moving items.
- Do not run as it increases the risk of accidents caused by tripping or collision.
- Refrain from carrying out dangerous pranks or unauthorised hazardous activities.

## Accident/Incident reporting and Investigation

All accidents involving a person participating in West Down Council business, whether or not in the employment of West Down Parish Council, resulting in injury, however slight, must be reported to and recorded by the Clerk recording the accident or incident on the accident reporting form and a copy should be sent to the West Down Parish Councillors within 24 hours.

An Accident Report form is available for this purpose. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required and as an aid in the identification of hazards so that the appropriate measures can be taken to prevent the accident from re-occurring.

Where an accident investigation is necessary, all employees and contractors involved are obliged to co-operate fully with the investigation and to provide any information which may be useful in establishing the circumstances leading up to the accident. All accidents investigations will be carried out by the West Down Parish Council and a written report shall be prepared.

## Reporting Procedure — Contractors

Any contractor who is involved in an accident or near-miss incident whilst on West Down Council business must report the incident immediately to the person responsible for his or her presence on site.

All injuries, however minor, must be recorded.

Contractors should also notify their own employer where applicable.

## Reporting Procedure — Members of the Public

If an injury occurs to a member of the public on West Down Council business which results in hospital treatment, then this is notifiable to the HSE immediately.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

## Investigation Technique and Approach

The person carrying out the investigation will establish the bare essential facts: what happened, how and where, in the correct time sequence; also establish who experienced or did what at what time.

The person carrying out the investigation will address more fully how the event happened and why. The objective is to build up an accurate picture of the causation complex, remember there could be more than one. From this information a causative chain, backward in time, for each factor shall be developed.

The level of detail required from an investigation should be sufficient to provide a report which can be used to make significant improvements in health and safety management to prevent recurrence of similar or related accidents or incidents.

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In deciding on the amount of resources to commit to any investigation report, it is helpful at an early stage to review the relevant risk assessments in the light of the accident or incident.

## First Aid

The provision of first aid equipment is required by legislation and will be provided in accordance with The Health and Safety (First-Aid) Regulations 1981. West Down Parish Council is committed to having an adequate number of persons who are qualified to administer first aid.

A First aid kit is located in the Parish Hall kitchen and is accessible to the Parish Council when using the hall. It is signposted in accordance with current legislation. The names and contact numbers of persons trained in occupational first aid are listed in this Policy.

A defibrillator is available at the West Down Village shop entrance porch 24/7. The operation of the defibrillator, when required, should firstly be the responsibility of the trained first aiders. If the first aiders are not available, then the equipment can be used by any Councillor or member of the public by following the instruction on the defibrillator.

First aid kits are to be used for the treatment of minor injuries sustained during West Down Parish Council business.

Following an accident requiring first aid treatment, even if it is considered to be a minor accident, an accident report form must be completed. In the event of a serious injury requiring medical treatment from a doctor or hospital, ambulance service must be called, the West Down Parish Council must be notified and a full accident investigation must be carried out.

## Trained First Aider Responsibilities

West Down Parish Council is committed to ensuring that there are sufficient numbers of trained first aiders to meet the first aid requirement. The responsibilities of the first aiders are as follows;

- To assess a situation quickly and safely, and summon appropriate help.
- To assess as far as is possible within their level of competency, the injury or the nature of the illness affecting the casualty.
- To give appropriate and adequate treatment in a sensible order or priority with their level of competency.
- To advise their manager or supervisor immediately of any first aid treatment they administer.
- To liaise with the responsible councillor at the time of the incident for the appropriate removal of the casualty to hospital, request of a doctor or transport home if appropriate.
- To record incidents requiring first aid in the first aid treatment book and any relevant section of the accident report form.
- To maintain their own competence by attending first aid courses at appropriate intervals,
- To maintain confidentiality between themselves and the patient when treating or attending to any medical condition.

First Aiders are trained to provide accepted first aid practices at the time of their training and must not carry out any treatments outside their level of competence.

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The following practices must not be carried out by First Aiders;

1. The use of tourniquets, unless applied by an appropriately trained person.
2. The administration of any medication including paracetamol,
3. The removal of foreign bodies from the casualty's body. This includes glass and splinters,
4. The use of antiseptic creams or other ointments/lotions

The Qualified First Aider is Sue Ayre

## Safety Training

All Councillors and employees will be given training relating to evacuation procedures, accident procedures and availability of first aid when using the Parish Hall. Other training to be carried out as the need arises and records to be kept.

## Fire Precautions

A fire safety risk assessment has been carried out at West Down Parish Hall premises and is regularly maintained,

Fire procedures are displayed in the Parish Hall at all exits.

- Fire/Evacuation drills will take place annually as required. After each drill, a review will be carried out to evaluate procedures and carry out any remedial action deemed necessary.
- The assembly point for the Parish Hall is in the car park.
- West Down Parish Council when hiring the Parish Hall are responsible for fire procedures during the period of the letting.

## List of Emergency phone numbers

Ambulance	999/112
Fire	999
Police	999
Health and Safety Executive (HSE)	0300 7906787



## Electrical Safety

- All portable appliances must undergo annual Portable Appliance Testing (PAT) by a suitable qualified person or contractor.
- Any electrical equipment showing signs of overheating such as the generation of excessive heat, discolouration or generation of smoke or a burning smell will be switched off at the mains and removed from use to be repaired or disposed of safely.
- Sockets will not be overloaded with multi-adaptors, and multi-adaptors will not be "slaved" to one another. Where necessary the services a qualified electrician should be obtained to install additional sockets as needed.
- Any broken or damaged electrical equipment awaiting disposal or repair will be labelled as such.



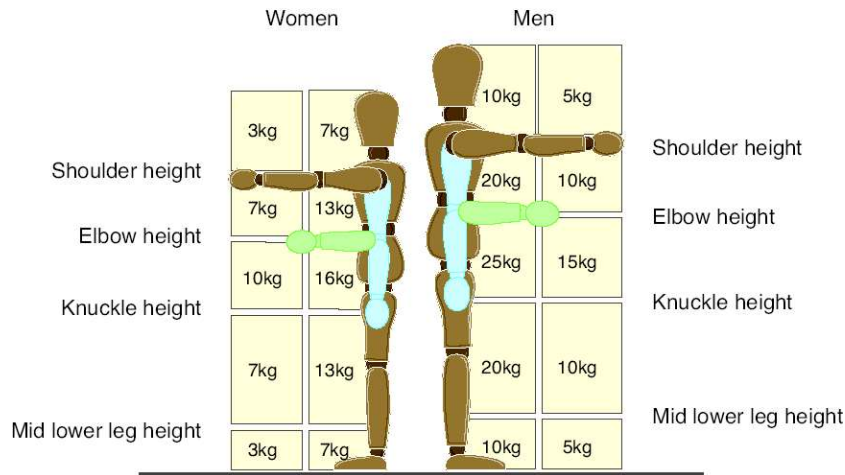
## Manual Handling

Manual handling accounts for the most injuries suffered in the work force. All West Down Parish Council employees will be trained in safe manual handling techniques. Employees will be provided with all necessary information required for assessing manual handling risks. Mechanical equipment will be used to reduce the level of manual handling carried out by employees where possible.

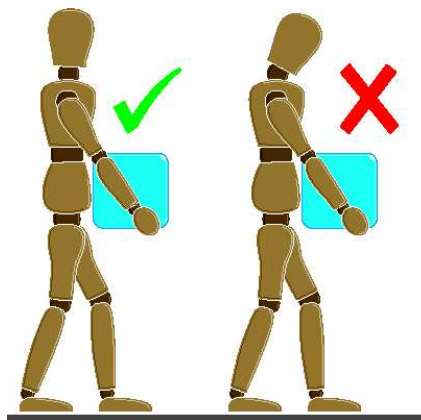
West Down Parish Council employees will not attempt to lift loads beyond their physical capacity. The following guidelines should be used when undertaking manual handling operations.

### General risk assessment guidelines

There is no such thing as a completely 'safe' manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.



Avoid lifting from above chest height. When storing items, store heavier items closer to ground level and midriff height to reduce the risk of back injury



Carry items at midriff height and keep your back straight



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## Display Screen Equipment

All employees to be informed of the various health conditions associated with the use of display screen equipment. All employees to receive training in the correct use of computers, the positioning of desk, chair, monitor etc to enable them to avoid the various ill health problems.

If an employee makes use of DSE for more than a period of one hour continual use, a risk assessment of the DSE to be undertaken by West Down Parish Council.

West Down Parish Council will provide an eye test to an employee should it be required.

## Hazardous Substances

Where contractors require the use of hazardous chemical for the purpose of completing their work, they must first inform West Down Parish Council and conduct a risk assessment before bringing any chemicals on site.

Contractors will be held liable for any injury or damage caused by hazardous substances brought on site without the approval of the Council.

## Pregnant Employees

West Down Parish Council adheres to the provision of the Health and Safety at Work Regulations 1999. These regulations apply to employees that are pregnant, have just had a baby or are breast-feeding (within the first 26 weeks after birth). If the Council is notified of any of the above, an assessment of any hazardous activities relating to the employee will be carried out.

The following hazards must be considered:

- Physical shocks, including direct blows to the abdomen.
- Handling a load.
- Movement and postures, which are abrupt or severe, or give rise to excessive fatigue.
- Non-ionising radiation.
- Chemicals: (In particular any chemical which is harmful by inhalation or when absorbed through the skin, i.e. organic solvents).

A pregnant employee must not be exposed to these hazards unless they are adequately controlled. Adequate control means:

- The hazard is reduced to a level, which will not harm the pregnant woman or the developing child or breast-fed child.
- If any of these risks are present, they must either be eliminated or safeguards put in place to protect the employee's safety and health.

These safeguards include:

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- Changing the type of work, working hours, etc.

Pregnant women and nursing mothers will have the facility to a rest area if necessary. All pregnancy risk assessments in West Down Parish Council will be conducted by the Chairman or appropriately designated to an appointed councillor. The scope of the assessment reflects the current legislation under the Health and Safety at Work Regulations 1999.

## **Policy Review**

This Policy will be reviewed and updated following any major changes in procedures, personnel or annually whichever occurs first.

All risk assessments and training records to be available for review by the Council, its employees, members of the public and auditing purposes.