

## Health and Safety Policy

Checkley Parish Council

Greatwood Hall

Hollington Road

Upper Tean

Staffordshire

ST10 4RQ

**This is the current Health & Safety Policy of Checkley Parish Council**

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<b>Date:</b>	21 <sup>st</sup> August 2020
<b>Version:</b>	V1
<b>Signed:</b>	
<b>Position:</b>	Proper Office of Checkley Parish Council
<b>Date Adopted by Parish Council:</b>	15 <sup>th</sup> September 2020
<b>Minute Reference:</b>	09.20/5b
<b>Council Reviewed</b>	22 <sup>nd</sup> June 2021



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# Health & Safety

## HEALTH AND SAFETY POLICY STATEMENT

This Health and Safety Policy sets out our arrangements for ensuring good health and safety practice in the workplace in line with the Health and Safety at Work etc Act 1974 and all other relevant legislation

This is the Health and Safety Policy Statement of

**Checkley Parish Council**

**Our statement of general policy is:**

- **To provide adequate control of the health and safety risks arising from our activities**
- **To consult with employees (although Checkley Parish Council does not currently have employees), 3<sup>rd</sup> party contractors and volunteers 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 and volunteers**
- **To ensure all employees, contractors and volunteers are competent to undertake their work**
- **To provide employees and volunteers with adequate training**
- **To prevent accidents and causes of work-related ill health as far as is reasonably practicable**
- **To maintain safe and healthy working conditions**
- **To ensure sufficient funds are available to implement this Policy**
- **To review and revise this Policy at regular intervals and when there is a major change in circumstances e.g. expansion of Checkley Parish Council's operations, purchase of new equipment etc**

## Activities

Checkley Parish Council is a statutory body set up to serve the residents of the Parish, with eleven Councillors elected by local residents. The Council manages community facilities including recreation grounds, play areas, cemetery and picnic areas. The Council also owns a village hall which is managed by a management committee.

## Responsibilities

Overall and final responsibility for Health and Safety at **Checkley Parish Council** is that of the Councillors.

Day to day responsibility for ensuring this policy is put into practice is delegated to the Parish **Lengthsman** and **Clerk**. They are required to do all that is reasonably practicable to meet the health and safety standards laid down in this policy and in legislation. The **Clerk and The Lengthsman** (*subject to contract*) are responsible for the implementation and carrying out of this policy under the guidance of **Checkley Parish Council**.

All employees, contractors and volunteers must:

- co-operate with the **Lengthsman** and/or the **Clerk** to the Council on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of his or her own health and safety
- report all health and safety concerns to an appropriate person i.e. any of those named above: (the **Lengthsman** or the **Clerk to the Council**)

## Risk Assessments

All work activities undertaken by **Checkley Parish Council** are subject to a Risk Assessment. These are undertaken by **Councillors** and the **Clerk to the Council** and the findings are reported to all employees, contractors and volunteers.

Actions required to remove and/or control risks will be approved by the **Council** who will ensure that these actions are implemented. At present, due to the relatively small number of employees, contractors and volunteers, communicating the findings of Risk Assessments and implementation of the resultant actions is straightforward: The **Clerk** updates the website. Volunteers are briefed on relevant health and safety issues before each task. These methods of communicating will be reviewed if the Council increases in size, or if another layer of supervision is introduced.

All employees, 3<sup>rd</sup> party contractors and volunteers have a responsibility to report any concerns about the effectiveness of Risk Assessment findings and are encouraged to inform the **Parish Clerk** or the **Lengthsman** of any improvements or corrections they think could be made.

**All Risk Assessments will be reviewed every twelve months or when work activities change in any way. The Register of Risk Assessments is kept by the Clerk and is available to all employees, 3<sup>rd</sup> party contractors and volunteers at all times.**

## Greatwood Hall

**Checkley Parish Council** owns Greatwood Hall, a community hub for the residents of the parish.

**Greatwood Hall Management Committee** is responsible for maintaining all relevant documentation and risk assessments relating to the building.

**Greatwood Hall Management Committee** is responsible for ensuring that all persons occupying the premises co-operate with each other to comply with all health and safety obligations.

**Greatwood Hall Management Committee** is responsible for maintaining its premises in a safe condition. Health and safety at private functions is the responsibility of the hirer as stipulated in the terms and conditions of hire.

**Greatwood Hall Management Committee** is responsible for ensuring continual, clear communications are formally established between all parties using the premises.

Each organisation provides information about the risks their work activities could present to all other users of the premises. An appointed representative of each organisation identifies and implements any identified control measures to eliminate or minimise possible harm.

**Greatwood Hall Management Committee** ensures the organisations sharing the premises are provided with all necessary information to ensure appropriate action is taken in the event of emergency.

All portable electrical equipment e.g. computers, printers, kettle etc is subject to regular Portable Appliance Testing by a suitably qualified electrician. Records of these tests are kept in Greatwood Hall office. **Greatwood Hall Management Committee** is responsible for arranging these tests, acting on their findings and for keeping the records.

**Greatwood Hall Management Committee** is responsible for ensuring that all their volunteers and employees receive the correct manual handling training.

**Greatwood Hall Management Committee** is responsible for Health and Safety training and record maintaining of all its employees and volunteers.

**Greatwood Hall Management Committee** is responsible for the maintenance of premises First Aid boxes and ensuring that the First Aid boxes are well-stocked and replenished when stock is out of date or have been used. The community defibrillator is checked and managed by the committee and any issues are reported immediately to the **Clerk**.

**Greatwood Hall Management Committee** are responsible for properly maintained fire extinguishers, ensuring employees and volunteers are trained in the use of them.

**Greatwood Hall Management Committee** are also responsible for ensuring materials are stored correctly and the premises are secured at all times whenever staff/volunteers/hirers are not present. (See page 16 for more information)

## Consultation with Employees and Volunteers

**Checkley Parish Council** consults with all its employees and volunteers on matters of Health and Safety.

Consultation is provided by the **Clerk**, the **Lengthsman** and **Councillors** who ensures all employees and volunteers receive full and relevant information.

Employees, contractors and volunteers are encouraged to raise any issues concerning Health and Safety at any time in preparation of the monthly meeting.

At present, due to the relatively small number of employees and volunteers, consulting on Health and Safety matters is straightforward and there is no need for employees and volunteers to nominate representatives. However, this position will be reviewed if the Council increases in size or another layer of supervision is introduced.

## Safe Plant and Equipment

**Checkley Parish Council** does not own any plant or equipment (other than play area equipment) and the overall responsibility for the provision of safe plant and equipment lies with the **contractor** or **management committee**.

All employees and volunteers are responsible for reporting any faults, breakages or other concerns with the plant and equipment they use.

The procedure for selection, usage, inspection and maintenance of plant and equipment is as follows:

1. Each work operation is assessed separately and the safest method of working selected prior to commencement of the work. Items of plant and equipment are compared and selection of which to use is made on the basis of suitability and safety.
2. Some items of plant and equipment are operated only by employees, contractors and volunteers with relevant experience e.g. spraying pesticides. This rule is strictly observed at all times.
3. All employees and volunteers are trained in the safe use of plant and equipment and **Checkley Parish Council** always follows the manufacturer's instructions for each individual item.
4. All plant and equipment is stored safely when not in use, either in locked vehicles or at **Checkley Parish Council's** own secure premises.

## Manual Handling

**Checkley Parish Council** employees, contractors and volunteers undertake work on all sites. This work involves lifting, carrying and moving heavy and/or bulky items. All employees and volunteers receive advice on the correct manual handling techniques.

The Council is careful to ensure that employees, contractors and volunteers do not carry out manual handling if the task can be carried out by mechanical or other means. However, there are occasions where this is unavoidable.

All work involving manual handling is subject to full and regular Risk Assessments.

## Safe Handling and Use of Substances

'Substances' refers to any chemicals used by **Checkley Parish Council**. This page also refers to any dust, fumes, spray or bacteria which may be produced as a result of work activities.

**The Lengthsman** or **Contractor** is responsible for:

- identifying all substances which require a COSHH Assessment (i.e. substances which have the potential to be hazardous to health of **Checkley Parish Council's** employees and volunteers, suppliers, customers or to members of the public);
- undertaking COSHH Assessments and ensuring that all identified actions are implemented;
- ensuring that all employees and volunteers are informed about the COSHH Assessments, the findings and resultant actions;
- checking that all substances can be used safely before they are purchased or generated.

The suppliers provide Health and Safety Datasheets for every substance purchased. The **Lengthsman/the Clerk** ensures that the Council always has the most up-to-date version of all Datasheets if necessary. Copies of these are kept on file by the **Clerk** and are available to all employees and volunteers at all times.

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

All employees, contractors and volunteers are responsible for the safe usage of any substances with which they work or provide the **Clerk** with proof that they have been trained in their safe usage. Personal Protective Equipment (PPE) is issued where necessary. All PPE is regularly inspected for faults or damage and withdrawn from use if it is found to be below standard in any way. All PPE should be properly stored and maintained. All **employees, contractors and volunteers** are responsible for their own PPE and must report any faults or damage immediately.

## Information, Instruction and Supervision

Health and Safety advice is available from the **Clerk** or the **Councillors**.

This Health and Safety Policy and associated documentation is available to all employees, contractors and volunteers at any time unless deemed confidential e.g. a Risk Assessment specific to a named employee.

All employees and volunteers can receive Health and Safety Induction training before taking up work at **Checkley Parish Council**.

New employees, contractors and volunteers are closely monitored, by either the **Clerk**, the **Lengthsman** or **Councillors**. The **Clerk** or **Councillors** must be satisfied that a new employees and/or volunteers are competent to undertake the tasks assigned to them.

## Competence for Tasks and Training

All employees and volunteers receive refresher Health and Safety training if required and additional Health and Safety training if circumstances change e.g.

- new equipment is purchased;
- the Council expands its operations;
- the Council changes its organisational structure.

This list is not exhaustive.

Job-specific training is provided by **a relevant trainer**.

Specific operations requiring specific training include:

- manual handling of heavy, bulky and awkward loads
- working at height
- spraying pesticides
- safe use of display screen equipment and workstations
- food hygiene safety

and only suitably trained employees and volunteers undertake any such work.

Employees and volunteers are encouraged to request additional Health and Safety training if they feel it is necessary for them to undertake their work safely.

Training records for all employees and volunteers are kept by the **Clerk**.

**All 3<sup>rd</sup> party contractors are responsible for their own training and maintaining their own training records and annual reviews.**

## Events/Venue Hire

**Checkley Parish Council** run events throughout the year including a Christmas Lights Switch on event and Commonwealth Day.

Hiring of Greatwood Hall for private occasions is the responsibility of the **Greatwood Hall Management Committee**.

Council-run events are planned, managed and monitored by **The Council** and **Events Committee**. A risk assessment and safety plan is prepared for each event in consultation with all those involved.

## Accidents, First Aid and Work-Related Health

### Health Surveillance

Health surveillance for employees and volunteers is not generally required as none of the work undertaken by **Checkley Parish Council** is especially hazardous. However, should any of the work activities change, or the Council undertake any work which could potentially cause harm, the **Clerk** will inform the employees and volunteers of the need for instituting appropriate health surveillance. The **Clerk** will keep copies of the health surveillance records.

3<sup>rd</sup> Party Contractors are responsible for their own health surveillance.

### Accidents and First Aid

First Aid boxes are kept in Council owned premises are the responsibility of the premises **Management Committee**.

**Checkley Parish Council** has no person trained in basic First Aid and therefore has no council appointed person for first aid.

All accidents, dangerous occurrences and cases of work-related ill health are recorded on the Accident and Near Miss Report form and analysed using the associated Investigation Form. All records are retained by the **Clerk**. These forms record details of the incident, the remedial measures taken at the time and the implementation of any training or other identified actions which may be required as a result.

### RIDDOR

Serious accidents, those resulting in absence from work for more than seven consecutive days, cases of work-related ill-health and serious 'near misses' must be reported to the HSE in line with RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). Such incidents must be reported online: go to <http://www.hse.gov.uk/riddor/report.htm>.

Fatal and specified injuries ONLY can be reported by calling the Incident Contact Centre (ICC) on **0345 300 9923** on Monday to Friday 8:30am to 5:00pm.

Specified injuries are:

- fractures (other than to thumbs, fingers and toes)
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment

- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

Out of hours reporting is only required:

- following a work-related death
- following a serious incident where there have been multiple casualties
- following an incident which has caused major disruption such as the evacuation of people, closure of roads, large numbers of people going to hospital etc.

If an incident occurs which fits these descriptions contact the **Clerk** or a **Councillor**.

## Monitoring

To check **Checkley Parish Council's** working conditions and ensure that safe working practices are being adhered to, the following monitoring procedures are undertaken:

- unannounced spot checks;
- analysis of accident reports to determine whether there are any trends, patterns or failures in training, instructions etc;
- employees and volunteers informed of any failure in health and safety procedures and steps put in place to prevent a recurrence e.g. re-training, amending the Health and Safety policy or any other appropriate action;
- a full annual Health and Safety audit.

**The Council/Clerk** is responsible for investigating, or arranging the investigation of, accidents, dangerous occurrences and work-related causes of absence. They are responsible for acting upon the findings of any investigations in order to prevent a recurrence.

**Checkley Parish Council** ensures it keeps abreast of any relevant changes to Health and Safety legislation and amends this Policy and other relevant documentation accordingly.

Changes to the Health and Safety Policy are recorded on page 2.

## Emergency Procedures

### Emergency Procedures

As part of the Council's commitment to providing a safe place of work, **The Council** has identified the types of emergencies that could potentially arise and drawn up Emergency Procedures to be followed.

**The Council** is responsible for:

- ensuring that a plan is in place for dealing with emergencies that could arise. This includes serious injuries, explosion, flood, fire, electrocution, chemical spills etc. This list is not exhaustive;
- ensuring all employees and volunteers and anyone sharing a workplace are trained in the Emergency Procedures so that everyone understands what actions to take should an emergency arise;
- reviewing all Emergency Procedures annually, after a drill, after an emergency and when there are any changes to work operations.

### Fire safety

**The Council** is responsible for ensuring that a fire risk assessment is undertaken on all **Checkley Parish Council's** work activities.

Smoking is not permitted at any time *on any* site.

**Checkley Parish Council's** premises are used on a daily basis and visited by employees and volunteers throughout each working day. **Greatwood Hall Management Committee** are responsible for properly maintained fire extinguishers, ensuring employees and volunteers are trained in the use of them. **Greatwood Hall Management Committee** are also responsible for ensuring materials are stored correctly and the premises are secured at all times whenever staff/volunteers/hirers are not present.

**Greatwood Hall Management Committee** is responsible for:

- ensuring that the premises are kept tidy to avoid the build-up of combustible materials;
- arranging the testing of all fire alarms, fire escapes, fire doors and smoke detectors on a regular basis;
- undertaking fire drills every six months. They record the results of the drill, identify any problems and take steps to rectify these problems.

Records of all tests, emergency drills etc are kept by **Greatwood Hall Management Committee**.

## Work Alone

**Checkley Parish Council** current has no employees, volunteers may work alone on occasions. Volunteers who work by themselves are instructed in how to ensure their own personal safety.

All employees and volunteers who work alone are advised to carry a charged mobile phone.

The following arrangements are in place to minimise the risks associated with working alone:

- when working alone in the office, no one is allowed entry to the office unless the employee knows or is expecting the visitor and is comfortable to allow them to enter;
- employees and volunteers who work alone must advise the **Clerk** or a **Councillor** of the time they expect to finish work;
- employees and volunteers who work alone must text the **Clerk** or a **Councillor** when they are leaving;
- employees and volunteers who are not medically fit for lone working (e.g. due to an illness such as epilepsy or diabetes, or if they need to take regular medication) must not work alone under any circumstances;
- employees and volunteers must report any illness or medical condition that may affect their ability to work alone.

In addition, the **Clerk** or a nominated **Councillor** may also:

- agree regular contact (e.g. by mobile phone) at agreed intervals to check on the safety of the employee.

If an agreed contact is missed, the **Clerk** or a nominated **Councillor** will raise the alarm.

**All 3<sup>rd</sup> party contractors are responsible for their own 'work alone' policies.**

## Infectious Diseases

In the event of an outbreak of an infectious disease globally, nationally or locally, the **Clerk** and the **Council** will draw up and implement an emergency response plan.

If the outbreak is at national or global level, the **Clerk** and the **Council** will adhere to Government and HSE (Health and Safety Executive) guidelines. The Infectious Diseases Risk Assessment will be reviewed and amended according to the type of outbreak, the nature of the disease and official recommendations. All employees and volunteers will be trained in the findings of the updated risk assessment.

### Communication

The **Clerk** will establish regular and frequent two-way communications with all employees, councillors and volunteers throughout the outbreak. This will ensure all staff are kept up to date with how the Council is managing the situation and provide reassurance that risk is being controlled. Employees and volunteers are encouraged to provide feedback on the control measures in place and to make suggestions about how they could be improved.

### Personal Protective Equipment

If Personal Protective Equipment (PPE) is required then the **Clerk** will obtain. This includes, but is not limited to:

- disposable items e.g. masks, gloves, tissues etc;
- non-disposable items e.g. visors;
- hand sanitiser;
- disinfectant sprays (of the recommended strength).

If the amended Infectious Diseases Risk Assessment identifies additional PPE requirements, these items will be purchased immediately and added to the stock.

### Cleaning

The cleaning of the Council premises is the responsibility of the **Greatwood Hall Management Committee**.

**Greatwood Hall Management Committee** will ensure stocks of appropriate cleaning supplies are available, either by purchasing them or by ensuring cleaning providers have correct and sufficient supplies in place.

**Greatwood Hall Management Committee** will ensure cleaners wear appropriate PPE, either supplied by themselves or with the support of the Council.

### Workplace rules

The **Clerk** will, with the **Council**, agree the rules to be followed in the workplace throughout an outbreak of disease. The rules will be specific to the type of disease and the official guidelines for dealing with it. These rules could include:

- Travelling to and from work;
- Staggering arrival and departure times;
- Staggering lunch breaks and tea breaks;
- Protecting those with whom employees and volunteers share their home;
- Movement within the workplace;
- Safe use of welfare facilities;
- Preventing infection e.g. social distancing, not sharing items (including office equipment, restricting staff numbers etc);
- What to do if someone becomes ill at work.

This list is not exhaustive.

### **Home working**

If employees and volunteers are required to work from home during an outbreak of disease, **the Clerk** will ensure the regular two-way communications regime includes all home workers.

**The Clerk** will provide home workers with advice on lone working without supervision, require them to undertake a DSE assessment (if applicable) and advise them on the signs of stress.

**The Clerk** will ensure that all home workers are contacted regularly to check for signs of stress or of harm to mental health. They will conduct an operational risk assessment before home workers return to the workplace.

### **Monitoring**

**The Clerk** and **Councillors** will monitor employees and volunteers' behaviour to ensure the emergency response plan is being followed. Any person who breaches the rules will be subject immediately to Disciplinary and Grievance Procedure.

### **Closure of premises**

If the village hall premises are closed for a period of time during an outbreak of disease, **Greatwood Hall Management Committee** must ensure the premises are maintained during the closure if possible. If maintenance schedules have to be suspended during this time **Greatwood Hall Management Committee** will keep a record of the inspections and servicing that are missed.

### **Re-opening of premises**

When a date for re-opening premises has been agreed, **Greatwood Hall Management Committee** must make sure the building is safe to return to. Competent advice will be sought about using any items and equipment which may have become unsafe due to lack of use e.g. water system. **Greatwood Hall Management Committee** will not allow anyone back into the premises until competent advice is obtained to ensure that it is safe to do so.