

HEALTH AND SAFETY AT WORK ACT 1974

Health and Safety Policy of Teversham Parish Council

1. GENERAL STATEMENT OF POLICY

1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.

1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

1.3 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Clerk and will re-adopted at the May Annual meeting of the Full Council. Although risk assessment is a continuing process, it shall form part of the Committee's annual review.

2. RESPONSIBILITIES

2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations* made under the Act and the Occupiers Liability Act is that of Teversham's Parish Council. The Clerk is responsible for this policy being carried out at all the Council's premises.

2.2 All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.3 Whenever an employee, Councillor, Allotment Officer notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.

2.4 The Accident Record Book is kept by the Clerk and all councillors have a copy of the Accident Record Template.

3. FIRST AID

3.1 First Aid boxes are located as follows: The Council currently don't have any first aid boxes

3.2 Appointed persons responsible for boxes are: N/A

3.3 Community Public Access Defibrillators (CPADs) – the defibrillator is located on the outside wall of Teversham Club Cherry Hinton Road CB1 9AQ. The access code is held by the emergency services.

3.4 Cllr Hunt is responsible for the defibrillator.

4. FIRE SAFETY

4.1 Fire blankets are provided at the pavilion

4.2 Fire exits shall be kept free from obstructions.

5. TRAINING

5.1 The Parish Clerk has overall responsibility for training.

6. GENERAL ADVICE

6.1 General advice to all employees is attached as Annex 1

6.2 At times of a national emergency the Clerk and Council will advice and instruction from statutory bodies and National Association of Local Councils (NALC). The council is a member of our county association CAPALC.

7. SPECIFIC POLICIES

7.1 Policies for particular premises and activities are attached as Annexes as follows:-

1. Health & Safety Code for Litter Pickers Annex 2

8. EMPLOYMENT OF CONTRACTORS

8.1 The notes to be given to contractors are attached at Annex 3.

9. REPORTING AND RECORDING ACCIDENTS

9.1 Accidents shall be reported to the Parish Clerk who will record them in the Accidents Record Book.

NOTE

Electricity at Work Regulations 1989 The Management of Health & Safety At Work Regulations 1992
Manual Handling Operations Regulations 1992 The Personal Protective Equipment At Work
Regulations 1992 The Health & Safety (Display Screen Equipment) Regulations 1992 The Provision
and Use of Work Equipment Regulations 1992 The Workplace (Health, Safety & Welfare) Regulations
1992 The Control of Substances Hazardous to Health (COSHH) Regulations 1994 The Fire Precautions
(Workplace) Regulations 1997 The Health & Safety (Young Persons) Regulations 1997

1. ELECTRICAL EQUIPMENT

- a) All electrical equipment shall be inspected in accordance with the 1989 Regulations.
- b) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.

2. FURNITURE, FITTINGS AND EQUIPMENT

- a) Heavy equipment and furniture must not be moved by individuals.
- b) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- c) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use.

3. 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 through "handling goods" than any other single action.

Manual lifting is included in this and an incorrect technique can cause:

Hernia (or rupture), 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 capacity. If in doubt get a second person or others to help.

If mechanical aids are provided, use them.

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 fingers when releasing object. h) When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated. i) Protect your toes with safety footwear. j) Wear protective gloves when handling objects with sharp or jagged edges.

Introduction

Litter pickers work on public highways and in public open spaces and must take care at all times to avoid risk or injury to themselves and the general public.

The following code is designed to help achieve this and should be observed at all times. Disciplinary action could be taken against any member of staff who fails to observe the code. All accidents must be reported on the day of the incident to the Parish Clerk.

Comments or concerns about safety at work should be directed to the Clerk.

Instructions

1. Always wear high visibility clothing, sturdy shoes and gloves. Gloves should be worn at all times.
2. You will be supplied with a litter picker which should be used to collect rubbish wherever possible. You should not use any mechanical/electrical equipment, hammers or cutting equipment. You should not work from heights or reach to heights – it should not be necessary to use ladders or steps.
3. Always use the litter picker to collect rubbish. On occasions that this is not possible, ensure that gloves are worn when handling rubbish.
4. Look out for broken glass, needles and other toxic or harmful materials e.g. fireworks or animal excreta. These should only be removed with extreme caution. If you have any doubts about the safety of materials do not touch them, inform the Clerk to arrange removal.
5. Take care when handling plastic bags of rubbish. Lift plastic liners by the neck and at all times hold the bag away from the body to avoid injury by sharp objects. All rubbish bags should be tied and placed in a wheelie bin or at a designated collection point.
6. Never put your hands into litter bins, shrubs etc unless you have a clear view.
7. Do not attempt to lift items which are too heavy for you – report these to the Clerk to arrange removal. If possible make loads lighter, smaller and easier to carry. When lifting, avoid twisting, keep the back straight and bend at the knees. Push from the legs.
8. Do not carry sacks or boxes of rubbish in such a way that your vision is impaired. Do not wear personal headphones/earphones whilst working.

9. On the highway ensure that you work facing oncoming traffic and that you observe relevant street signs. Take care when crossing or stepping into the road. Litter picking should be done on the pavement and not on the road.
10. Do not work in the hours of darkness.
11. Carry out personal hygiene routines to avoid infection i.e. wash hands at the end of duty and before eating food. Do not eat or drink whilst on duty. Never leave wounds uncovered and ensure that your tetanus vaccination is up to date.
12. Avoid leaving equipment where you or a member of the public can trip over these. Do not encourage members of the public to help you. Do not allow them to use the litter picking equipment.
13. Be courteous when dealing with the public. If a person is rude or abusive, do not raise your voice or swear. Do not get involved with arguments or disputes. Remove yourself from the scene of any potential violence and report this to the Police (101 non-emergency or 999 in an emergency) or the Clerk is necessary.
14. Do not touch animals who are dangerous and causing a nuisance. Report these to the Police (101 non-emergency or 999 in an emergency) or the Clerk is necessary.
15. As you are working on your own, try to ensure that someone knows when and where you are working and when you are likely to finish.

Please contact the Clerk if you have any queries about these safety instructions.

Please keep a copy of these instructions for your files and return a signed copy to the Clerk for your employment file.

Signed _____

Date _____

For Teversham Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements :-

1. As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
2. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
4. The Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
6. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.
7. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.
8. Please sign & return a copy of Annex 2 as acknowledgment of receipt.