

# Colgate Parish Council

## Health and Safety Policy including Lone Person working

Adopted 10<sup>th</sup> July 2017, Reviewed Sept 2019, Reviewed 13<sup>th</sup> July 20

Formally 9<sup>th</sup> May 2016

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NOTE: This policy has been prepared with acknowledgement to the following legislation:

Electricity at Work Regulations 1989, The Management of Health & Safety At Work (Amendment) Regulations 2006, Manual Handling Operations Regulations 1992, The Personal Protective Equipment At Work Regulations 1992, The Health & Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, 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 2002, The Fire Precautions (Workplace) Regulations 1997, The Health & Safety (Young Persons) Regulations 1997

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### 1. General Statement

1.1 This policy was adopted by the Council on 9<sup>th</sup> May 2016 and revised 10<sup>th</sup> July 2017.

1.2 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.

1.3 Our policy is to ensure the safety of members of the public by doing regular checks on the assets owned by the council. Councillors, on a rota basis quarterly, risk assess the council's assets reporting any defects to the Clerk.

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

1.5 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 Council.

### 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 Act 1974 and Regulations\* made under the Act and the Occupiers Liability Act is that of the Parish Council of Colgate. The Parish Council appoints a Health and Safety

Representatives at its annual Council meeting, or when a vacancy arises. The appointed Health and Safety Representative is identified on the Council website and they will be responsible for:

2.1.1 Overseeing the Health and Safety Policy.

2.1.2 Reviewing its effectiveness.

2.1.3 Ensuring its correct implementation at all the Council's premises.

2.1.4 Periodically reviewing the policy.

2.3 All staff are responsible for ensuring a healthy and safe workplace and to take reasonable care of themselves and others.

2.4 Whenever an employee or a Councillor notices a health or safety problem which they are not able to put right, they must tell the appropriate Health and Safety Representative or Clerk.

2.5 Consultation between the council and employees is provided by immediate day to day discussion with the Clerk and appointed Health and Safety Representative.

### **3. Training**

3.1 The Council's Parish Clerk has overall responsibility for the provision of the Council's health and safety training, and will be allocated a portion of the Council's training budget for these purposes.

Policies for particular activities are attached

Litter Wardens (section 8 below).

Working from Home (section 9 below).

Clearance of Snow and Ice (section 10 below).

Completing the Assets Risks (section 11 below).

Speed Watch sessions (section 12 below).

### **4. Employment of Contractors**

4.1 The notes to be given to contractors are attached at Annex 6.

### **5. Reporting and Recording of Accidents**

5.1 Accidents should be reported to the Clerk

### **6. Lifting and Manual Handling**

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.

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:

Bend the knees and crouch to the object.

Get a firm grip using the 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 raising the object, move off in required direction in one smooth movement.

Avoid pinching fingers when releasing object.

When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated.

Protect your toes with safety footwear.

Wear protective gloves when handling objects with sharp or jagged edges.

## **7. Visual display Unit**

7.1 The information booklet provided by the Health and Safety Executive is available on line.

7.2 The Workstation

The Parish Council will ensure that good features are in place, i.e. adjustable and safely balanced chairs and appropriate desks. Good lighting.

7.3 Breaks and Changes of Activity -The need for breaks depends on the nature and intensity of the work.

7.4 Eye Tests and the Provision of Spectacles-

Eye tests for Parish Council staff will be paid for by the Council.

7.5 Comfort -The equipment should be adjusted to suit individual physical requirements:

Getting comfortable

The chair and VDU should be adjusted so that, as a broad guide, forearms should be horizontal and eyes at the same height as the top of the VDU. There should be adequate space for documents to be managed on the top of the desk. A document holder can help the position of the head relative to the VDU and prevent neck discomfort.

7.6 Visual Display Equipment Sunlight or artificial light should not be allowed to bounce off the screen and there should be adequate space beneath the desk to allow free movement of legs. Excess pressure on the back of the knees and legs should be avoided and a footrest used where necessary.

## 7.7 The Keyboard

Adjust the keyboard and mouse to suit your hand movements. A wrist rest in front of the keyboard may help alleviate strain.

## 7.8 Breaks

Do not sit in the same position for long periods. The general principle to be followed is short frequent breaks are better than longer, less frequent ones.

7.9 Defective equipment must never be used.

## 8. Litter Wardens

8.1 Your personal safety and that of others who could be affected by what you do is a joint responsibility. A self-risk assessment should be carried out on all locations every time litter is collected. The Clerk or Health and Safety rep. should risk assess the locations once a year unless they are made aware of any changes to the location prior to that.

8.2 Ensure you carry a mobile phone with you should you need to make an emergency call.

8.3 Ensure either the Clerk, councillor or partner are aware of the area you are working.

8.4 Provide the clerk with your car registration number and telephone number in case of emergencies.

8.5 The following notes have been written to remind you how you can help. It also details some aspects of your job where things could go wrong.

### Clothing

Ensure that you wear all relevant safety clothing e.g. gloves, reflective waistcoats.

Always wear reflective and high viz jackets when working near a highway and place a warning triangle at your area of work to allow road users to be aware of your presence.

Wear heavy duty gloves and the litter picking stick to protect your hands from sharp objects.

Check that your protective clothing is in good condition and ask for replacements if they get damaged or worn.

### 8.6 Personal Safety

In bad light, fog, heavy rainfall and other conditions where visibility is restricted you must stop litter picking on the highway for both your own safety and the safety of others.

Do not put yourself or any other road user in unnecessary danger.

Ensure you look out for traffic and other road users when stepping out onto the highway.

When litter picking in car parks ensure you keep your eyes and ears open for moving vehicles.

If you have an accident no matter how minor, report it to the Parish Clerk so it can be recorded in the Accident Book.

Do not run, no matter how keen you are to finish your work, running increases the risk of falling and hurting yourself.

Where rubbish presents a risk, it may be necessary to request outside help from another authority such as the Environment Agency or Horsham District Council.

Lone working on any stream/river/ponds is prohibited.

### 8.7 Manual Handling

Bend your knees not your back.

If you come across a heavy item ask for help – never risk straining yourself

Never collect any items which you consider may be hazardous to move e.g. chemicals, asbestos, dead animals, aerosol cans, gas cylinders, hypodermic needles etc....

If emptying litter bins, place sacks into a barrow or wheeled bin to avoid risk of being cut by sharp objects or hypodermic needles.

If you must carry sacks and it is for short distances, make sure you keep them away from your body to avoid stick wounds from hypodermic needles or cuts from other sharp objects.

If you find a hypodermic needle, do not handle it unless you can do so safely. Wrap it securely, place in a lidded canister and keep it separate from general rubbish. If in ANY doubt contact the District Council Direct Services Organisation on 01403 733144

### 8.8 Solvents

If using any cleansing material ensure you wear proper safety equipment as instructed, i.e. gloves, boots, goggles, face masks.

Take care when in confined areas, make sure doors and windows are open.

If there is no air circulation do not use aerosol sprays.

Ensure all lids are secured and tightened on containers so that chemicals cannot leak.

### 8.9 Sweeping

Take care that you do not raise too much dust.

Work downwind wherever possible.

In enclosed spaces, damp down before starting to sweep and wear a mask if the dust levels are still high.

## 9. Working from Home

9.1 Employees have a responsibility to take reasonable care of their own health and safety and the health and safety of others who may be affected by what they do. For the worker at home this is likely to include visitors to the 'office', e.g. family, friends, etc. It is the employees' responsibility to report all employment related hazards related to their own or others' health.

9.2 Employers are required to carry out a suitable and sufficient Risk Assessment of all work activity under the Management of Health and Safety at Work Regulations 1992. This includes those that work at home.

9.3 The Parish Clerk will be responsible to ensure that a Risk Assessment for employees working from home is completed annually. The Council also has a Lone Working Risk Assessment for which the Parish Clerk is responsible.

## **10 Clearance of Snow and Ice**

Following the exceptionally harsh winter of 2010 and heavy snowfall the Parish Council adopted a Winter Maintenance Plan which should be referred to in adverse weather conditions and can be located on the council's website ([www.colgatefaygate.com](http://www.colgatefaygate.com)).

10.1 Snow is best cleared whilst it is still fresh and has not been compacted and frozen. Snow should be cleared to the side of the path taking care not to block emergency exits from the building.

10.2 Salt or grit should then be applied to stop the path freezing.

10.3 If there is another snowfall, this process will need to be repeated.

10.4 The Parish Council has provided snow shovels and salt located inside the salt bins. The salt bins are sited in key locations detailed in the Winter Maintenance Plan.

10.5 Volunteers should ensure that they have appropriate footwear and clothing for the clearance of snow and ice. The coordinator has high viz waistcoats for use by the volunteers.

10.6 The coordinator must retain an up to date list of volunteers if appropriate. Currently there are no formal volunteers the grit bins are available to all members of the public with laminated explanation cards inside each grit bin.

## **11 Assets Risk Assessment**

The assessment is carried out by a Parish Councillor on a bimonthly rota. This task involves being near to moving traffic so reference must be made to the conditions set out under the litter warden section 8.6 and will apply to all councillors and staff that undertake these duties.

11.1 Councillors should wear appropriate footwear and high viz clothing whilst undertaking these duties.

11.2 A self-risk assessment should be done at each location and you should never put yourself in danger.

11.3 Any concerns to be reported to the clerk immediately and noted in the register.

11.4 Ensure you carry a mobile phone with you should you need to make an emergency call.

## **12 Community Speed Watch**

12.1 All volunteers must adhere to the guidance provided by the Community Speed Watch Coordinator and must undergo the appropriate training.

12.2 All volunteers to wear the correct clothing.

12.3 At no time should the volunteer put themselves in danger by leaving the safety of the pavement or engaging with a dispute with drivers.

12.4 Ensure you carry a mobile phone with you in case you require support or to make an emergency call.

12.5 Speed Watch will only be undertaken on site that have been assessed by the police.

12.6 All information to be recorded according to the training given.

12.7 The coordinator will retain an up to date list of volunteers for insurance purposes.

**Annex 6 Notice to Contractors**

- For Colgate Parish Council to comply with Health and Safety Legislation, all outside contractors employed by the council 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:-
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

Signed by contractor.....

Date.....