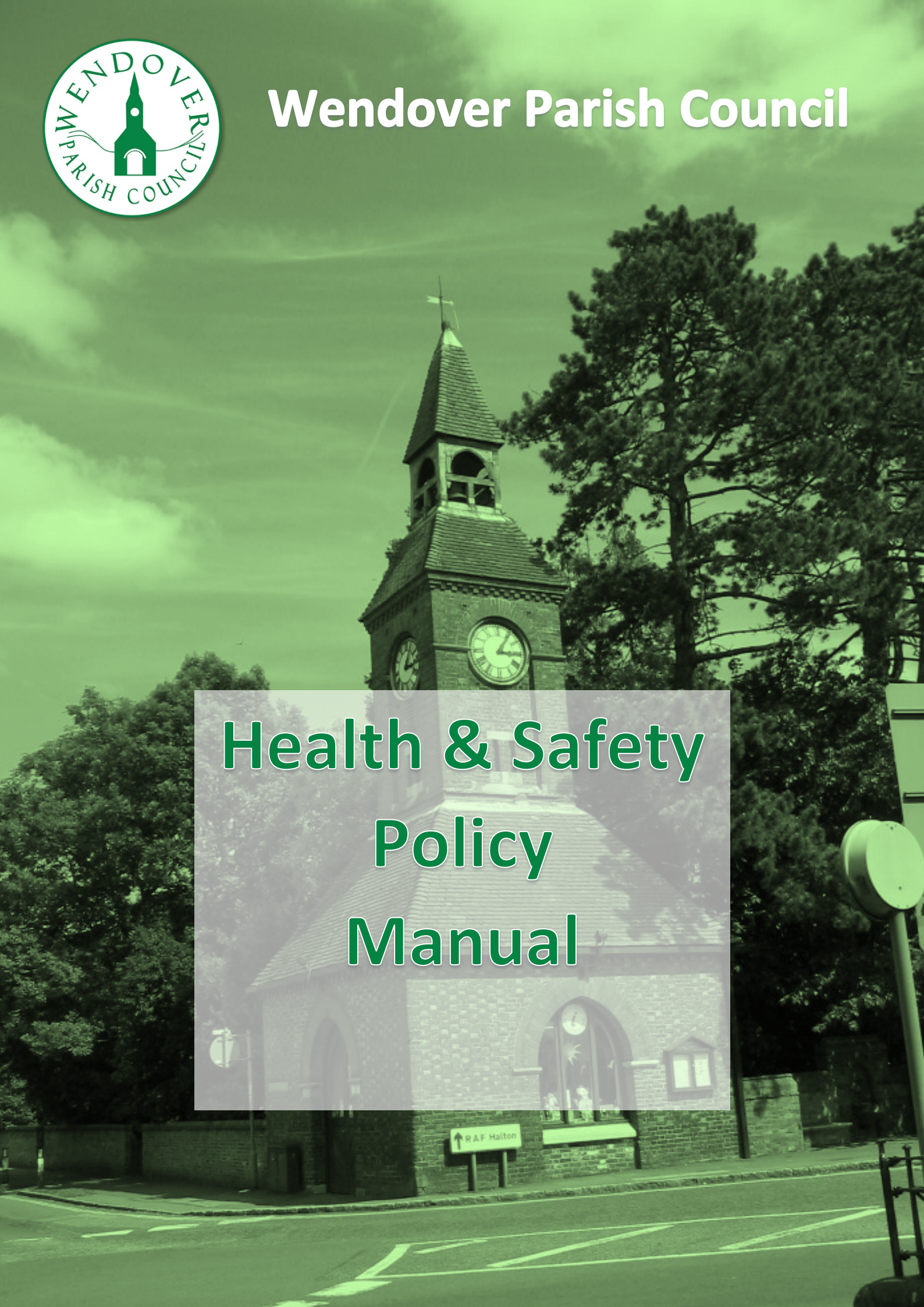




Wendover Parish Council

Health & Safety Policy Manual





HEALTH & SAFETY POLICY MANUAL

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INTRODUCTION

This handbook contains the health and safety information you require to comply with our Health and Safety Policy. It contains our Health and Safety policy as required by the Health and Safety at Work act 1974 and it defines the way we manage the health and safety hazards and associated risks within our business.

Wendover Parish Council takes its responsibility for health and safety very seriously and is committed to a programme of progressive improvement that requires input from all its employees. Safety is everyone's responsibility and that includes you.

After reading it you will be required to sign to confirm that it has been brought to your attention. If you have any queries regarding the contents, please do not hesitate to ask.

If you see anything during your work that gives rise to a concern you are positively encouraged to report it to your supervisor or manager.



HEALTH AND SAFETY POLICY STATEMENT OF INTENT

The management of Wendover Parish Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Parish Council's activities, and that managing health and safety is a business-critical function.

In order to discharge its responsibilities, the management will:

- Bring this Policy Statement to the attention of all employees
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- Communicate and consult with our employees on matters affecting their health and safety
- Comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- Eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- Encourage staff to identify and report hazards so that we can all contribute towards improving safety
- Ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- Maintain our premises, provide and maintain safe plant and equipment
- Only engage contractors who are able to demonstrate due regard to health & safety matters
- Provide adequate resources to control the health and safety risks arising from our work activities
- Provide adequate training and ensure that all employees are competent to do their tasks
- Provide an organisational structure that defines the responsibilities for health and safety
- Provide information, instruction and supervision for employees
- Regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.



RESPONSIBILITIES FOR HEALTH AND SAFETY

The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

Board for the Parish Council

Parish Clerk

Employees

Contractors

The Parish Council Responsibilities

The Wendover Parish Council has the ultimate responsibility for the health and safety of Wendover Parish Council employees but discharges this responsibility through the Parish Clerk down to employees.

The Wendover Parish Council will ensure that:

- They provide a lead in developing a positive health and safety culture throughout the organisation
- All its decisions reflect its health and safety intentions
- Adequate resources are made available for the implementation of health and safety
- They will promote the active participation of employees in improving health and safety
- They will review the health and safety performance of the Parish Council on an annual basis.



Parish Clerk Responsibilities

The Parish Clerk is the designated person with overall responsibility for ensuring our compliance with Health and Safety legislation.

They will ensure that:

- Our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- The health and safety plan of continuous improvement is created and progress monitored
- Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- Adequate insurance cover is provided and renewed
- Competent persons are appointed to provide health and safety assistance and advice
- An adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- Statutory examinations are planned, completed and recorded
- There is regular communication and consultation with staff on health and safety issues
- An effective training programme is established to ensure staff are competent to carry out their work in a safe manner
- Safe systems of work are developed and implemented
- Accidents, ill health and 'near-miss' incidents at work are recorded, investigated and reported
- Safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- Contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- Effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger.



Employee Responsibilities

It is the responsibility of all employees to co-operate in the implementation of this Health and Safety Policy within their areas of influence. All employees have a legal duty to ensure their own safety and the safety of others (for example, colleagues, visitors, contractors) under the Health and Safety at Work etc Act 1974.

Employees must therefore:

- Take reasonable care of their own safety
- Take reasonable care of the safety of others affected by their actions
- Observe the safety rules
- Comply with the Health and Safety Policy
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- Dress sensibly and safely for their particular working environment or occupation
- Conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- Use all safety equipment and/or protective clothing as directed
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- Maintain all equipment in good condition and report defects to their supervisor
- Report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- Report all accidents to their supervisor whether an injury is sustained or not
- Attend as requested any health and safety training course
- Observe all laid down procedures for processes, materials and substances used
- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.



Contractors Responsibilities

All contractors must:

- Take reasonable care of their own safety
- Take reasonable care of the safety of others affected by their actions
- Observe the safety rules
- Submit their health and safety policy and relevant risk assessments to us for approval.
- Comply with and accept our health and safety policy, if they do not have one
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Dress sensibly and safely for their (particular) working environment or occupation.
- Conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- Use all equipment, safety equipment, devices and protective clothing as directed
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- Maintain all equipment in good condition and report defects to their supervisor
- Report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- Report all incidents to their supervisor and to us whether an injury is sustained or not
- Attend as requested any health and safety training course
- Observe all laid down procedures for processes, materials and substances used
- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.



ARRANGEMENTS FOR HEALTH AND SAFETY

Accident, Incident and Ill-Health Recording, Reporting and Investigation

An accident is an unplanned event that causes injury to persons, damage to property or a combination of both.

A near miss/incident is an unplanned event that does not cause injury or damage but could do so.

A work-related illness is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the Parish Council.

Reporting

All accidents resulting in personal injury must be recorded in the Parish Council's Accident Book, which is located in the Main Office. Employees must ensure that they are aware of the location of the accident book.

Incidents and work-related ill-health need to be reported directly to your manager or Supervisor.

Communication and Consultation

Our Parish Council has established effective lines of communication to involve and consult our employees. These may include:

- Individual conversations
- Notice boards
- Internal publications
- Staff meetings
- Health and Safety meetings.

In addition, the Parish Council will display the 'Health and Safety Law – What You Need To Know' poster in a prominent position.

The Parish Council will consult with our employees and provide information on any changes that may affect their health and safety, including:

- Changes in procedures, equipment or ways of working
- The dangers and risks arising from their work activities, the measures taken to eliminate or reduce these risks and what action to take if they have to deal with them
- The planning of health and safety training
- The health and safety consequences of introducing new technology.

The Parish Council recognises that consultation is a two-way process and expects constructive feedback from our employees.



Contractors

When working on our premises it is considered that contractors are joint occupiers for that period and therefore, we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

Similarly, we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

If you observe contractors who appear to be working unsafely then you should report this immediately to a manager / supervisor. We will investigate and where necessary stop any work until resolved.

Disabled Persons

The Parish Council will give full and proper consideration to the needs of disabled employees and visitors.

To achieve this, the Parish Council will:











- Treat all disabled employees and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the organisation’s facilities
- Ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- Encourage employees with special needs to suggest any premises or task improvements to their line managers
- Discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- In an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.

FIRE PROCEDURES - GENERAL

- All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.
- The Parish Council does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so. Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.
- Re-entry of the building is strictly prohibited until the fire brigade officer, or a senior person present declares it is safe to do so.
- Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.
- Only fire blankets and the following types of fire extinguisher are currently present on site. Other types of extinguishers will be added to this chart if they are required on site.

Fire Extinguisher Chart

Symbols found on fire extinguishers & what they mean

						
		Water	Foam spray	ABC powder	Carbon dioxide	Wet chemical
Wood, paper & textiles		✓	✓	✓	✗	✓
Flammable liquids		✗	✓	✓	✓	✗
Flammable gases		✗	✗	✓	✗	✗
Electrical contact		✗	✗	✓	✓	✗
Cooking oils & fats		✗	✗	✗	✗	✓



• Fire and Emergency Evacuation



- *IF YOU DISCOVER A FIRE:*

- Operate the nearest fire alarm call point.
- IF IT IS SAFE TO DO SO AND IF YOU HAVE AUTHORISATION AND APPROPRIATE TRAINING, attack the fire with the firefighting equipment provided

- Always ensure there is a safe exit route before attempting to extinguish any fire.
- Leave the building immediately if you cannot control the fire or your escape route is threatened.

•

- *ON HEARING THE ALARM:*

- The fire alarm sound is a Bell.

•



- Immediately vacate the premises by the nearest available exit
- Close all windows and doors behind you

•



- Go to assembly point
- Report to the person in charge of your assembly point

•

- **The assembly point is located:**

- Next to the phone box at the Clock Tower or by the gates of the Park at the Site Safe

•



- DO NOT RE-ENTER THE BUILDING TO COLLECT PERSONAL BELONGINGS.
- DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE SENIOR PERSON PRESENT

•

- *VISITORS*

- All visitors should be escorted to the assembly point by their host.
- It is important that they do not leave the area before notifying the senior person present.

•

- *LIAISING WITH EMERGENCY SERVICES*

- The senior person present will meet and liaise with the emergency services and any other interested parties, giving them pertinent information related to the emergency situation, such as location and details of emergency, location and presence of hazardous and flammable materials, head count statistics, etc.