

# Uffington Parish Council

## HEALTH & SAFETY POLICY

<b>Name</b>	Uffington Parish Council ("The Council")
<b>Address</b>	C/o Mrs Julia Evans, Clerk, Uffington Parish Council, Moorcroft, The Greenway, West Hendred, Oxon OX12 8RG
<b>Safety Officer, Clerk (and contact numbers)</b>	Mrs Julia Evans – 01235 833466 / 07811 368487
<b>Chairman (and contact numbers)</b>	Mr Simon Jenkins (01367 820776 / 07799 376807)
<b>Commencement Date</b>	1 February 2016

### Review history

<b>Detail of Review/Amendment/Addition</b>	<b>Person Completing Review / Amendment / Addition</b>	<b>Reviewed and adopted by Council on (date):</b>
2016 Adoption	Clerk & Chairman	8 February 2016
Next Review – January 2017		

### 1. General Statement of Policy

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

1.2. Our policy is to provide and maintain safe facilities for the public.

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

1.4. 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, or sooner, if circumstances change. Although risk assessment is a continuing process, it shall also form part of the annual review.

### 2. Responsibilities

2.1. Overall and final responsibility for health and safety rests with 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 the Council. The Clerk is appointed as Health & Safety Officer and is responsible for the implementation of this policy.

2.2. Councillors, employees and the general public have the responsibility to help to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Remember, under the Health and Safety at Work Act 1974, you have a legal obligation to take reasonable care of your own health & safety and that of other persons who may be affected by your acts or omissions and to co-operate with others in the discharge of their duties. This applies at all times when at work, including when driving, or in a work-related situation.

2.3. Whenever a Councillor or employee notices a health or safety problem which they are not able to put right, they must inform the Clerk at the first reasonable opportunity, who will then take steps to rectify the situation.

### 3. Lifting and handling

3.1. Advice to employees is attached at Appendix 1.

### 4. Employment of contractors

4.1. The notes to be given to contractors are attached at Appendix 2.

### 5. Provision and Use of Work Equipment Regulations (PUWER) – Display Screen Equipment

5.1 Employees who use their own DSE at home will abide by the guidance at Appendix 3.

### 6. Reporting and recording accidents

6.1. Accidents shall be reported to the Clerk who will record them in the Accident Book and report accordingly to the next Parish Council meeting.

6.2 Should an accident / incident result in death or major injury then the HSE will be notified immediately using the dedicated telephone number (0845 300 9923) or online system. Should the

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accident / incident be less serious, i.e. seven days off work, then Form F2508 or online system will be used to report the event within 15 days. The following should be recorded in all accident reports:

- Person who had the accident
- Person completing the accident book record, date and time
- Where it happened
- How it happened
- Injury suffered
- Name and details of witnesses; any witnesses present must either sign the account of the incident or include their own version of events

A thorough investigation into the causes of all reportable accidents, serious incidents, and near misses will be completed within 48 hours by the Safety Officer and submitted to the Council.

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## Appendix 1

### **Lifting and handling**

The 1992 Manual Handling 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 a number of accidents, including; hernia; 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 capability. If in doubt do not attempt to lift the object, and ask for assistance. If an object has to be lifted manually:

- 1) Bend the knees and crouch to the object.
- 2) Get a firm grip using the whole hand and not the finger tips.
- 3) Keep the back straight.
- 4) Tuck the chin in.
- 5) Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.
- 6) Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
- 7) Avoid pinching the fingers when releasing the object.

## Appendix 2

### **Notice to contractors and sub-contractors**

For the Council to comply with Health and Safety Legislation, all outside contractors employed to do work by or on behalf of 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:

- 1) You and your employees will conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
- 2) The Council will retain the right to stop any operation and or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety or 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.
- 3) The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees. Evidence of valid and adequate employee and public liability insurance will be provided to the Council on the first engagement and annually thereafter.
- 4) The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

## Appendix 3

### **Display Screen Equipment**

All display screen equipment (DSE) used by employees of the Council must conform to the appropriate EU standard. It is the Council's intention to optimise the use and application of DSE, whilst safeguarding the health, safety and welfare of any employees defined within the Regulations as "users". These are personnel who have no discretion as to their usage of DSE, and who use such equipment daily for prolonged spells in excess of one hour.

To secure the health and safety of staff as far as is reasonably practical, individuals will in consultation with the Council:

- Carry out an assessment of their workstation, taking into account the DSE, the furniture, the working environment, the employee concerned and the degree of usage. A Work Station Self-Assessment proforma is available on application to the Council; the proforma contains full instructions for completion.
- Take all appropriate measures to remedy any risks found as a result of the assessment.

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- Be aware of the need to take regular breaks to prevent the onset of fatigue during intensive use of DSE.
- Review software to ensure that it is suitable for the task and is not unnecessarily complicated.
- Where display screen work is a significant part of the job, eye tests will be available, if requested and at regular intervals thereafter, as directed by the Optician.
- Arrange with the Safety Officer for a free supply of any corrective appliance where these are recommended specifically for working with DSE.

The Safety Officer will advise new staff of the risks to health associated with DSE and how these are to be avoided.

### **Training**

Employees who use DSE will be given training in all areas necessary to enable them to work without risk to health; training will cover the provisions of this policy and the entitlements which arise. If users reject any guidance given, the facts may be noted on their records.