

# 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>	

### 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>
Adoption	Clerk & Chairman	12 Oct 2020
Next Review – October 2022, or sooner if required		

# Uffington Parish Council

## 1. General Statement of Policy

1.1. The Council's policy is to provide and maintain:

- a) 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.
- b) Safe facilities for the public.

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, and in response to changing legislation. To ensure this, the policy and the way in which it has operated will be reviewed every two years, or sooner, if circumstances change. Although risk assessment is a continuing process, it will also form part of all reviews.

## 2. Responsibilities

2.1. Responsibility for health and safety and for compliance with obligations imposed by the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended) and any other supporting legislation concerning Health and Safety, rests with the Council. The Clerk is appointed as Health & Safety Officer ('HSO') and is responsible for the implementation and monitoring of this policy. Details of responsible persons are at Appendix 1.

2.2. At all times the Council will endeavour to provide and maintain a healthy and safe working environment for its councillors, employees, and the public. This includes taking steps to protect the health and safety of all visitors to their land or premises, including contractors, temporary workers and volunteers, as well as any members of the public who might be affected by its operations or who happen to be attending an event on land or premises which are the responsibility of the Council. Volunteers are defined as people who carry out work on behalf of the Parish Council without having any contractual obligation and who receive no payment.

2.3 Councillors, employees and the public have the responsibility to help to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Individuals have a legal obligation to take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions and to co-operate with others in the discharge of their duties. This applies at all times when at work.

2.4 The success of this health and safety policy can only be achieved through the co-operation of all personnel. Councillors, employees, and volunteers will be provided with the required equipment, information, training and supervision as is necessary to implement and comply with this health and safety policy when carrying out duties for the Council.

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

## 3. Reporting and recording accidents

3.1. The Council will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95). The HSO is responsible for reporting under the regulations. Accidents shall be reported to the HSO who will record them in the Accident Book and report accordingly to the next Council meeting.

3.2 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 accident / incident be less serious, e.g. seven days off work, then Form F2508 or online system will be used to report the event within 15 days.

3.3 The following should be recorded in all accident reports:

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- Name and contact details of the person who had the accident, dangerous occurrence or disease
- Name and contact details of the person completing the accident book record, and the date and time of completion
- The time, date and location of the accident, dangerous occurrence or disease
- The circumstances of the accident, dangerous occurrence or disease
- The nature and severity of the accident, dangerous occurrence or disease
- The Identity and contact details of eyewitnesses (if applicable); 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 HSO and submitted to the Chair and/or Vice-Chair of the Council. They will study the completed report and will attempt to discover why the accident, dangerous occurrence or disease happened, and then take action to prevent any future recurrence. Issues such as liability, proceedings or damages will be assessed following the completed report and, if necessary, the Council will take appropriate legal advice.

#### 4. Policy Specifics

4.1 Guidance on specific aspects of health and safety policy is contained in the appendices to this document, as listed below.

List of appendices:

1. Uffington Parish Council Responsible Persons
2. Managing Contractors
3. Manual Handling Operations
4. Vehicles, Plant and Machinery
5. Working at Height
6. Hazardous Substances and the use of PPE
7. Working outdoors
8. Office working
9. COVID 19

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## Appendix 1

### Uffington Parish Council – Responsible Persons

The person responsible for the health and safety policy for Uffington Parish Council is:

<b>Name:</b>	Simon Jenkins
<b>Title:</b>	Chair, Uffington Parish Council
<b>Email / Tel</b>	<a href="mailto:Simon.jenkins@uffington.net">Simon.jenkins@uffington.net</a> / 01367 820776

The designated Health and Safety Officer for Uffington Parish Council is:

<b>Name:</b>	Julia Evans
<b>Title:</b>	Clerk/RFO
<b>Email / Tel</b>	<a href="mailto:parishcouncil@uffington.net">parishcouncil@uffington.net</a> / 01235 833466

Personnel trained in First Aid are:

<b>Name/s:</b>	
<b>Title:</b>	
<b>Address:</b>	

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## Appendix 2 – Managing Contractors

**2.1** 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. The Council will:

1. Assess any risks to contractors and employees and the public prior to and during the activity.
2. Inform contractors of workplace hazards, including special requirements e.g. permit to work systems or requirements for 'hot work' etc.
3. Give information on emergency procedures, site rules and welfare facilities.
4. Co-ordinate and control the work and ensure all parties are aware of their responsibilities.
5. Make members of the public aware of hazards created by contract activity.
6. Maintain records of the contract activity.
7. Employees, residents and others in the vicinity should be advised where contractors are working in their particular area, identifying any overlaps which may adversely affect health and safety.
8. Report any unsafe practises to the Health and Safety Officer.
9. Ensure that misuse of equipment or facilities is never tolerated.
10. Hazardous substances should be used in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 (as amended).

**2.2** A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

1. Conform, in all respects, to legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974 ('the Act') (*see 4 below*), and relevant statutory provisions.
2. The Council will retain the right to stop any operation and or equipment, or the action of any of contractors 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, the site representative will be notified verbally and will be sent confirmation in writing by the Council's representative empowered to order such a stoppage.
3. The Council will be indemnified in respect of any claims, costs or expenses arising out of any incidents involving contractors or their 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 Act, of any breach of the Regulations.

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## Appendix 3 - Manual Handling Operations

**3.1** The Council will comply with the Manual Handling Operations Regulations 1992 (as amended). The 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.

**3.2** 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 fingertips.
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.
8. When lifting a heavy object off the ground, personnel should assume a squatting position, by keeping the back straight and allowing their knees to take the weight of the object rather than the back.

**3.3** Some key points surrounding Manual Handling Operations:

1. The object to be lifted or moved must be inspected for sharp edges and other hazards such as wet or greasy patches, and appropriate steps taken to remove or reduce such hazards.
2. If lifting or moving objects with sharp or splintered edges, clean, dry gloves must be worn to ensure a firm grip and that no damage is incurred to the lifter.
3. The route over which the object is to be lifted or moved should be inspected to ensure that it is free of obstructions, spillages or other hazards.

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## Appendix 4 - Vehicles, Plant and Machinery

4.1 This section will also apply to all small machinery such as mowers, strimmers, chain saws and hedge cutters.

1. Only authorised operators may use any vehicles, plant or machinery.
2. Users of any vehicles, plant and machinery must ensure that such equipment is in good working order and well maintained.
3. Hired equipment must be checked before use and must be fit for the work and the environment in which it will be used.
4. Official notices or instructions on vehicles, plant and machinery must be obeyed.
5. Vehicles, plant or machinery must not be left running whilst unattended and if unattended must be left in a safe place and condition.
6. All guards must be kept in position at all times whilst machinery is being operated. Defects must be brought to the attention of the HSO immediately. Never use machinery if it has a defect.
7. No equipment must be used beyond the marked safe working load, except for the purpose of testing, which must be supervised by a competent person.
8. It is forbidden for any person to ride on hoists not constructed for the carriage of passengers.
9. It is forbidden for any person, other than the driver, to ride on dumpers and other similar vehicles not constructed for the carriage of passengers.
10. Anything carried in/on a dumper must be contained within its skip.

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## Appendix 5 - Working at Height

5.1 Personnel should always be accompanied when working at height, where reasonably practicable.

1. Kick steps and step ladders must be accessible, kept in good condition and used with care. They should be regularly inspected and taken out of use until any necessary repairs are made.
2. Ladders and steps should be a minimum of Class 2 (EN131).
3. On no account should personnel use chairs or stools to access anything at height.

## 5.2 Ladders & Scaffolds

Below are some key points concerning the use of ladders and scaffolds:

1. No ladder may be used unless it is secured or footed.
2. Any ladders must be placed at a 75-degree angle to the floor, on a stable and level surface.
3. Only light work, of short duration, is to be carried out from a ladder / mobile step.
4. Never use a ladder / mobile steps if you believe that it is defective.
5. Do not reach beyond arm's length, and if on a scaffold ensure the legs and torso remain inside the rail around the platform.
6. Scaffold users should ensure that there is a rail at comfortable hand height around the platforms.
7. All tools and materials must be kept in bags while working on the platform, to prevent them being kicked off and forming trip hazards.
8. Ladders and scaffolds should never be used in strong winds, or as a support for other ladders, trestles or other access equipment or with broken, damaged or missing parts.
9. The risk is high for something to fall from a ladder or scaffold even if reasonable precautions are taken against it. The area below the ladder or scaffold should be cordoned off and no one should not enter this area when the ladder or scaffold is in use. Warning notices should be applied to the cordoned off area stating the nature of the hazard.



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## Appendix 6 – Hazardous substances and the use of Personal Protective Equipment (PPE)

The Council will comply with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 (as amended). Risk Assessments will be undertaken for all work involving exposure to hazardous substances.

### 6.1 Pesticides

Only qualified personnel are permitted to use pesticides and a safe system of work must be followed:

1. Always wear/use correct PPE.
2. Never apply pesticides in strong winds.
3. Wash your hands after using pesticides and before eating, drinking or smoking.

### 6.2 Hazardous Substances

The main risk to those working on behalf of the Council will be hazardous substances in the environment, for example dog faeces or contaminated waste. The correct PPE should always be worn where the risk environmental hazard is present. At a minimum this will mean disposable gloves.

### 6.3 PPE and Security

The Council will comply with the Personal Protective Equipment at Work Regulations 1992 (as amended). This requires that all employees and volunteers that may be exposed to a risk to their health and safety while at work will be provided with properly fitting, suitable and effective personal protective equipment (PPE) or clothing.

All PPE or clothing provided by the Council will be maintained in good working order and all employees or volunteers provided with such PPE or clothing must wear or use such protective equipment properly.

1. If applicable, safety helmets will be provided and are to be worn unless instructed to the contrary.
2. If applicable, suitable eye protection will be provided and must be worn when there is a foreseeable risk.
3. If applicable, suitable ear protection should be worn when there is a foreseeable risk.
4. If applicable, suitable industrial gloves will be provided that must be worn when handling abrasive materials or chemicals, which could harm the skin.
5. Dust is a health hazard and suitable masks will be provided where required. These must be worn when conditions dictate.
6. Ensure adequate ventilation when using hazardous chemicals/pesticides.
7. Where environmental hazards are present disposable gloves should be worn, and if there is a risk of inhalation or splashing, masks and eye protection should also be worn.

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## Appendix 7 – Working outdoors

### 7.1 Working by Traffic

1. Before working close to traffic routes, an appropriate risk assessment should be carried out with extra attention paid to lone workers.
2. High Visibility (Hi-Vis) clothing should always be worn when working by traffic.
3. Any operations should be carried out facing traffic.
4. When working within 3m of traffic routes, warning signs should be used.
5. An adequate safety zone should always be established before starting any work by traffic.

### 7.2 Working Under Trees

1. Trees will be regularly inspected and treated by a competent person and records kept.
2. Personnel must report any defects in trees, possible damage, accidents and near misses.
3. Where trees are deemed a high risk, any danger to the public will be managed by closure, cordoning off the area, path diversions, information and signage as appropriate.
4. A safe working area must be established when undertaking any tree surgery and this should be carried out only by a competent person.

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## Appendix 8 - Office working

### 8.1 Display Screen Equipment

The Council will comply with the Health and Safety DSE (Display Screen Equipment) Regulations 1992 (as amended). 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:

1. 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.
2. Take all appropriate measures to remedy any risks found as a result of the assessment.
3. Be aware of the need to take regular breaks to prevent the onset of fatigue during intensive use of DSE.
4. Review software to ensure that it is suitable for the task and is not unnecessarily complicated.
5. 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.
6. Arrange with the HSO for a free supply of any corrective appliance where these are recommended specifically for working with DSE.

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

### 8.2 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.

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## Appendix 9 – COVID 19

The 2020 COVID 19 pandemic has changed the way in which Council business is conducted. Whilst the situation is constantly changing and evolving, all Councillors, employees and contractors should be aware of, and comply with, the latest Government guidance in force at the time.