

## **HEALTH AND SAFETY POLICY**

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General Statement of Intent states the Council's aims in regard to employees' health and safety. Organisation and Arrangements set out the action plan to achieve these aims.

### **General Statement of Intent**

- 1      The Council recognises it has a legal duty of care to protect the health and safety of its employees and others who may be affected by the Council's activities and is committed to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of its employees.
- 2      The Council regards the promotion of health and safety as a mutual objective for all employees, at all levels and in all activities.
- 3      the council notes and accepts its duty as an employer to take all practical and reasonable steps to
  - Safeguard health, safety and welfare at work
  - Provide safe systems of work
  - Provide and maintain safe plant and equipment
  - Provide a safe and healthy working environment
  - Provide information and training in safe practices
  - Have regard for the health and safety of others who may be affected by the activities of the council e.g. self-employed people, contractors, other users of the premises, members of the public
- 4      The Council will have regard to health and safety legislation, approved codes of practice, guidance notes and other relevant information issued by the Health and Safety Executive.
- 5      Responsibility for health and safety lies with both employers and employees and the Council expects co-operation from employees to achieve its aims in respect of health and safety. Negligence in respect of health and safety may be treated as a disciplinary offence.

- 6 The Council will review and revise its safety policy as necessary and appropriate, will consult with employees on the policy and will bring the policy and any subsequent amendments to the attention of employees.

### **Organisation Structure for Health & Safety**

- 1 The Council has ultimate responsibility for the health and safety of Hellesdon Parish Council but discharges this responsibility through the Parish Clerk to individual supervisors and employees.
- 2 The Council shall ensure that
  - I. They provide the lead in developing a positive health and safety culture through the organisation
  - II. All its decisions reflect its health and safety intentions
  - III. Adequate resources are made available for the implementation of health and safety.
  - IV. They will promote the active participation of employees improving health and safety performance.
  - V. The Policy will be kept up to date and reviewed as required to ensure that it complies with current Health and Safety Legislation and Codes of Practice.
- 3 The Parish Clerk is the designated person with overall responsibility for ensuring compliance with health and Safety legislation.
- 4 The Parish Clerk shall ensure that
  - I. The policy is implemented, monitored, developed and communicated effectively and is review in line with current legislation
  - II. Establish, in consultation with external health and Safety advisors, safe systems of work and procedures for carrying out the Council's Safety Policy incorporating any Regulations, approved Codes of Practice and other relevant legislation
  - III. Adequate insurance cover is provided at all times
  - IV. There is regular communication and consultation with staff on health and safety matters.
  - V. Safe working practices are developed, implemented and maintained
  - VI. Accidents, ill health and "near miss" incidents are recorded, investigates and reported.
  - VII. Ensure that all employees receive adequate training, information and supervision to maintain safe standards.
- 5 All Council employees are required to
  - I. Make themselves familiar with and conform to this policy
  - II. Observe safety rules at all times
  - III. Where required, wear protective clothing and use appropriate safety devices provided
  - IV. Report to their immediate line manager all accidents, injuries to persons and damage to vehicles/plant/equipment
  - V. Know the location of First Aid facilities
  - VI. Report all safety hazards as a matter of urgency to their immediate line manage and the Parish Clerk

- VII. Know what to do in the case of fire, or other emergency and the location of fire fighting equipment
  - VIII. Maintain good housekeeping at all times
  - IX. Observe safe standards of behaviour and dress
  - X. All employees have the responsibility to co-operate with each other to achieve a healthy and safe workplace and to take reasonable care of themselves and others
  - XI. Not to enter into any kind of horseplay or practical joking
  - XII. Conducts risk assessments by assessing personal procedures and activities and identifying where safety issues exist as part of personal safety
  - XIII. All employees must follow guidelines and good practices set out to help prevent spread of illnesses amongst staff, councillors, contractors, other users of the premises, members of the public
- 6.1 It is the policy of the Council that all employees shall receive training in all safety aspects of their occupation and to attend during normal working hours, courses held for this purpose.
- 6.2 It shall be the duty of all staff to carry out a visual safety inspection of plan and equipment prior to using such machinery.
- 6.3 It shall be the responsibility of the Parish Clerk or persons appointed by the Parish Clerk to investigate all accidents and to take such steps as the Parish Clerk considers proper to ensure that accidents do not continue and, where appropriate, make recommendations to the council on accident prevention.

## **7 Lone Worker**

- 7.1 Many of the Council employees are expected to work alone from time to time and for some staff lone working is the norm. Working alone is not necessarily unsafe but there are circumstances where lone working can increase the risks. An example where risk is increased would be electrical maintenance where, in the event of electrocution, the lone worker would not be able to call for assistance. Care should be taken when carrying money to the bank. Another example would be an officer of the Council visiting someone's home when that person was known to have a history of violence. Clearly lone working may increase the risk of violent attack in this latter example. (see work-Related Violence and personal Safety below).

The Council recognises that there may be increased risks to staff who are required to work alone. And a separate lone working policy has been adopted by the council to reduce these risks

## 8 Work Related Violence

- 8.1 Work-related violence can be defined as “an incident in which an employee is abused, threatened or assaulted in circumstances relating to their work” and will normally only apply where the aggressor is a non-employee (Hellesdon Parish council grievance and disciplinary procedures apply, as appropriate, to incidents between employees, or where an employee is the aggressor against a non-employee). Work-related violence can be physical or non-physical. Basic examples of each include:

Physical	Non-physical
a. Physical assault	f. threats and threatening gestures
b. Pushing and shoving	g. abusive phone calls, letters, e-mails
c. Damage to personal property	h. verbal abuse
d. Kicking, biting, punching, spitting	i. bullying / harassment
e. Unwanted physical contact	j. insults, innuendo, ridicule, sarcasm

All work-related violence incidents must be report to the Parish Clerk, who must ensure that they are investigated and acted upon by considering whether there are procedural changes that can be introduced that would reduce the risk of work-related violence. Examples include eliminating lone workers by doubling up, increasing staff levels at high risk times, allocating known “difficult” customers to more experienced staff.

## 9 General Arrangements

### 9.1 First Aid

A first aid box is located in the works Building, Recreation Ground Road. The Head Groundsman is responsible for carrying out periodical checks to ensure the contents are adequately maintained.

- 9.2 First aid boxes are also located at Hellesdon Community Centre, Wood View Road. The caretaker is responsible for carrying out periodical checks to ensure the contents are adequately maintained.

- 9.3 First aid box is located in the parish Council offices in the kitchen. The senior administrator is responsible for carrying out periodical checks to ensure the contents are adequately maintained.

- 9.4 First aid box is located in the works van. The Head Groundsman is responsible for carrying out periodical checks to ensure the contents are adequately maintained.

## **10 Accidents, Injuries and Dangerous Occurrences**

- 10.1 It shall be the responsibility of the Parish Clerk to record all incidents in the Accident Book and to report notifiable Injuries, Diseases and other Dangerous Occurrences to the Health & Safety Executive on the appropriate form F2508 or F2508A.
- 10.2 Accident Books are located in the Parish Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon and Hellesdon Community Centre, Wood View Road, Hellesdon.

## **11 Fire Safety**

All employees have a duty to take steps to ensure they do not place themselves or others at risk of harm by assisting in identifying fire hazards as they emerge and reducing all fire risks by working in accordance with approved safe practices.

Fire risk assessments will be conducted annually for all Council premises.

Emergency plans, including evacuation plans, will be established for the Council offices and any other location routinely used for Council business.

The Parish Clerk is responsible for ensuring all fire safety tests and drills are logged in a records book.

It shall be the responsibility of the Parish Clerk or works supervisor in respect of the works maintenance building, to see that escape routes and passageways are kept clear at all times.

It shall be the responsibility of the Park Clerk to organise annual inspections of all fire extinguishers on the Council's premises.

In accordance with Government legislation, a no smoking policy is in operation in all buildings including maintenance buildings and sheds.

## **12 Contractors and Visitors**

All contractors, visitors and booked users of the community centre and Formal Sports facilities must sign in on arrival with the Parish Office (Office Hours only) or On duty caretaker.

Contractors must have visible identification.