



OAKLEY AND DEANE PARISH COUNCIL

Health and Safety at Work etc. ACT 1974

HEALTH AND SAFETY POLICY STATEMENT

Introduction and Policy Statement

The elected councillors of Oakley and Deane Parish Council recognise and accept responsibility as an employer to take all reasonable practical steps to ensure the health, safety and welfare of its employees.

The Council also recognises its duty under The Health and Safety at Work etc. Act 1974 section 3, which extends its responsibility to conducting its activities (undertaking) in a way to ensure so far as is reasonably practical that persons not in its employment (the public) are not exposed to risks to their health and safety.

All employees should clearly recognise that each has a legal duty while at work, under The Health and Safety at Work etc. Act 1974 section 7, to take reasonable care of himself and others (employees and the public) who may be affected by his acts or omissions while at work. Also to co-operate with the employer and any other person who has a statutory duty under this Act and any other legal requirements made under this Act, to enable that legal duty to be complied with.

The safety policy document contains three sections dealing first with the *general safety policy statement*, secondly to set out the *organisational responsibilities for the implementation of that policy*, and finally the various and more *detailed arrangements* in place to carry out the policy.

The health and safety policy statement as a whole should be brought to the attention of all the employees.

The overall health and safety policy statement should be reviewed and revised as appropriate from time to time and in any case reviewed at least every four years. Any revision of the overall document and other minor amendments should be brought to the attention and notice of the employees.

The health and safety policy statement will be retained by the Parish Clerk and be available to be seen by any person at any reasonable time. A full copy of the document should be given to all employees.

Signed

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Chairman of the Parish Council

Clerk to the Parish Council

Date ... 8th February 2024

Policy Objectives and Organisational Arrangements

The aim of Oakley and Deane Parish Council through the Chairman, Councillors and Parish Clerk is to provide and maintain so far as is reasonably practicable for employees of the Council:

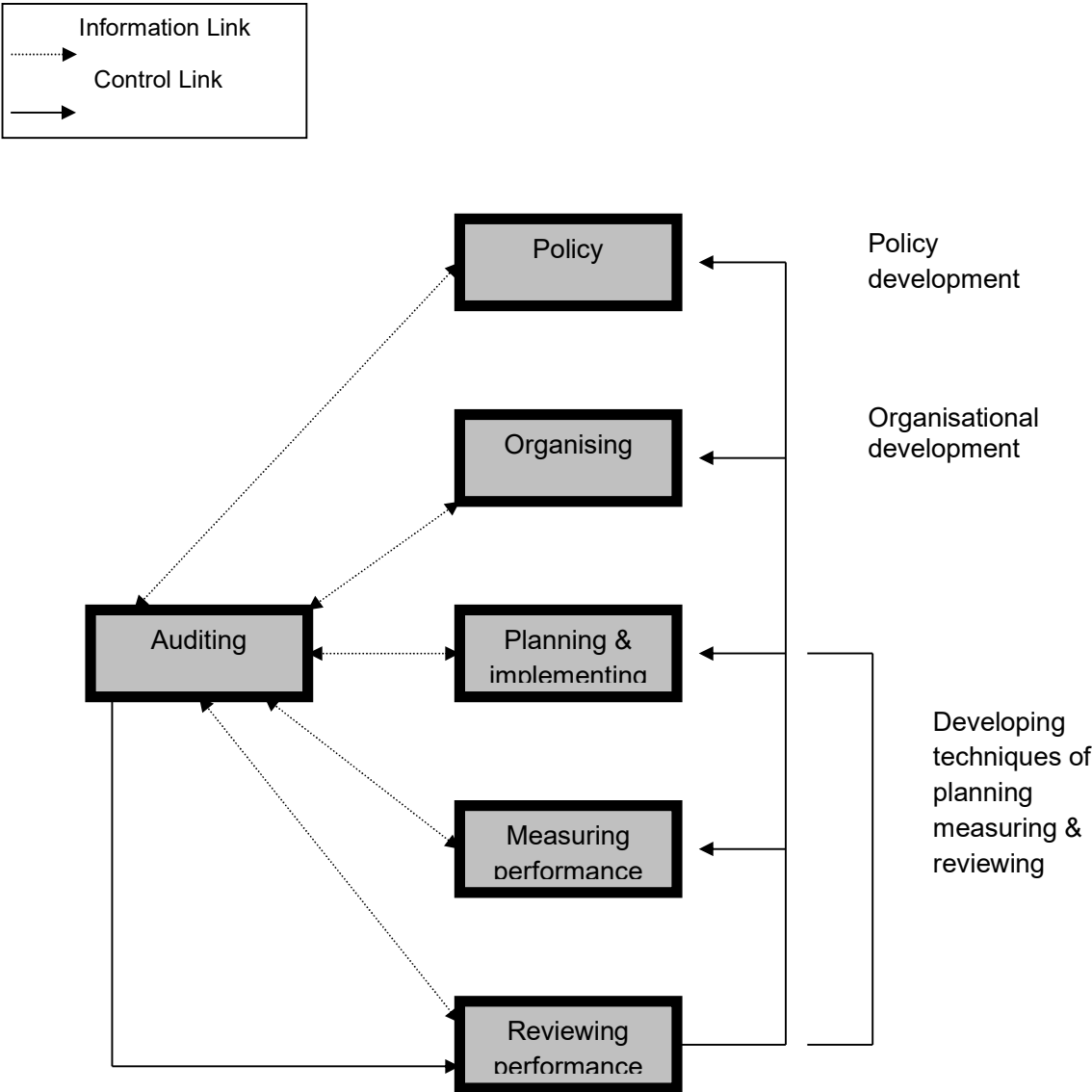
- a) a safe place of work, including safe means of entry to and exit from the place of work;
- b) a safe and healthy working environment, taking into account statutory requirements, codes of practice and guidance that are published from time to time;
- c) plant ,equipment , and systems of work and working procedures that are safe;
- d) safe arrangements for the use, handling,storage and transport of articles and substances;
- e) sufficient information, instruction, training and supervision to enable all staff to undertake the work activities safely and contribute positively to their own health, safety and welfare.

The principles set out in *Successful Health and Safety Management (HSE--HSG 65)* will be the basis for the Councils health and safety *policy, organisation, and individual arrangements* in place at any one time, and subsequent reviews of individual arrangements and documentations will follow risk assessment procedures.

The HSE recently updated HSG 65 and although targeted at larger employers, it is accompanied on the website by guidance entitled "Health and Safety made Simple" and "Health and Safety Toolbox" both of which are aimed at supporting the needs of small and medium sized enterprises. www.hse.gov.uk/managing

The organisation of Oakley and Deane Parish Council and therefore responsibilities for health and safety rests formally with the Councillors of the Parish Council. The Chairman and Vice –Chairman or other nominated councillor will be responsible for ensuring the Safety Policy is implemented ,updated and reviewed as stated above . The day to day responsibility for the implementation of the policy and arrangements is delegated in the first instance to the Parish Clerk. Any issues of difficulty or concern with the arrangements or implementation will be referred back to the senior elected members of the Parish Council and ultimately to the full Council as necessary.

Health and Safety management



This chart has recently been remodelled to PLAN –DO–CHECK–ACT

Health and Safety Policy Arrangements

Generic Arrangements and Procedures.

a) First Aid

Under the Health and Safety (First Aid) Regulations 1981(as amended), there is a general duty on employers to provide or ensure that there is adequate and appropriate *first aid* provision for all the employees.

A small first aid box meeting the requirements of the Regulations, and the "Approved Code of Practice and Guidance" should be available as part of the basic health and safety equipment for all Council employees.

The Parish Clerk will act as First Aid Co-ordinator and is responsible for ensuring that the *first aid* equipment supplied to employees is replaced as required either because of use, date expired or due to amendments to the legislation or approved guidance.

Any injury sustained by an employee should be treated as quickly as possible by the most appropriate method and the injury treatment administered, and circumstances leading to the injury reported with the minimum of delay to the Parish Clerk.

b) Accidents, Injuries, and Dangerous Occurrences.

All injuries sustained by a Council employee while working for the Council should be reported as detailed above and the Parish Clerk should record the injuries sustained in the appropriate accident book. All accidents and injuries to Council personnel while on Council work should be entered in the HSE Accident book which replaces the old accident book (form BI 510) produced by Department of Work and Pensions.

The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2012 requires that major accidents as defined in the regulations and other injuries that prevent a Council employee from continuing to do his normal work for more than seven days should be formally reported to the Health & Safety Executive on Form 2508. to :

Health and Safety Executive

Priestley House

Priestley Road

Basingstoke RG24 9NW

Tel 01256 404000

Alternately reported direct by phone or e-mail to the Health and Safety Executive

c) Personal Protective Equipment at Work Regulations 1992.

The Parish Council recognises that employees may require to be provided with suitable personal protective equipment to meet health and safety risks identified during the task risk assessments process for the various tasks undertaken by Council employees. In particular personal protective equipment is required where the risk cannot be adequately controlled by other and equally effective means. Any such equipment provided should be suitable for the user and the risk, and also be properly maintained. The employee should use the equipment as identified by a task risk assessment, keep it clean and should receive instructions and information, on its correct use and simple maintenance. Employees' requests for replacement of equipment for what ever reason should be made to the Parish Clerk. **Equipment should be C.E. marked.**

d) Training.

Specific employee training identified by task risk assessments or in other ways should be discussed with the employee and a suitable course or other training material should be identified for the employee. A record of the training each employee undertakes should be kept by the Parish Clerk for reference purposes.

e) Contractors working for the Parish Council.

The Parish Council through the Parish Clerk and /or the elected Councillors should ensure that a contractor or sub-contractor can confirm that they will meet the requirements of the Health and Safety at Work etc. Act 1974, and any related Regulations, as well as relevant HSE Approved Codes of Practice or H.S.E./ industry good practice guidance will be followed during the work to which the contract applies. All Council tender documents should request that the contractors quotation should confirm in writing that they can meet the requirements of this section:

In submitting your quotation and specification to Oakley and Deane Parish Council for the said work confirm that during the work programme you will meet requirements of the Health and Safety at Work Act 1974 and any related Regulations that may apply as well as relevant HSE Approved Codes of Practice or HSE /Industry good practice guidance relate to the work to which the quotation applies..

The Council reserves the right to request details in writing of the relevant codes /guidance to be followed during the work and any related risk assessment documents produced.

f) Control of Substances Hazardous to Health Regulations 2002.

The Council will as a principle use as far as is reasonably practical chemical substances or preparations which are the least hazardous available and which will also satisfy the requirements of the task . A risk assessment approach will be the process of evaluation of a substance or preparation before it is used by an employee, and any precautions identified will be implemented with instruction and training given to the employee.

A survey of the range of tasks and locations of work undertaken by the Parish Council staff has not identified the presence of Asbestos or Lead. If during litter picking operations such materials are suspected as being present the matter will be referred to Basingstoke and Deane Borough Council for advice and immediate action. These two materials are cover by specific regulations, and not by the above statute.

g) Manual Handling.

Manual handling evaluation will follow the Manual Handling Operations Regulations 1992 (as amended) and in particular the document "Manual Handling" a guide to the regulations H.S.E./HSG L20 and published relate documentation .A review evaluation of the normal and regular tasks undertaken by Council employees has not identified any task which involve a risk of their being injured from such manual handling activities.

h) Maintenance of Equipment

The Council will ensure that equipment provided for the use of employees will be maintained in accordance with manufactures instructions and or good practice.The primary equipment on a regular maintenance contract includes, mower, strimmer, leaf blower, powered hedge trimmer and other equipment that the Council may provide. All employees have a duty to report to the Parish Clerk as soon as possible any defect in equipment they use in the course of their Council employment. **Equipment should be CE marked.**

i) Gas Equipment

The servicing and maintenance of gas fired equipment at the Newfound site, required by the Gas Safety (Installation and Use) Regulations 1998 (as amended) will be undertaken according to the manufacturers recommendations by a contractor holding a current registration with National Gas Safe Register registration, and is competent to undertake the work,

j) Electrical Equipment and Installations

All fixed electrical installations will be inspected, and maintained in accordance with **BS.EN—7671** previously known as The Institution of Electrical Engineers (IEE) Wiring Regulations, 17th edition as updated.

Any portable electrical equipment owned by the Parish Council will be inspected for damage every 3 months and electrically tested every 12 months. The guidance on this issue is the IEE 3rd Edition of a Code of Practice on testing of electrical equipment. Fixed electrical installations at Newfound and Peter Houseman sites should be inspected every 5 years.

As a matter of principle portable electrical equipment used by the handyman should be of the low voltage or rechargeable battery type.

k) St Leonards Church Yard

The “Church Yard” has been officially designated a closed burial ground. Oakley and Deane Parish Council undertake certain maintenance work to keep the footpaths and surrounding walls to the Church yard in “decent order” in line with this agreement. The Parish Council recognises its responsibilities in this regard and in particular the requirements of the Health and Safety at Work Act 1974 sections 3& 4 in respect of access thereto and egress therefrom this designated site.

l) Oakley and Deane Parish Council Burial Ground

The Parish Council recognises its responsibilities in respect of this site and operational procedures will be reviewed and costs set out in a site specific document. Any Health & Safety arrangements and procedures established by the “Burial ground Working Party” and approved by the Parish Council will be attached to this document as annex 1.

m) Health and Safety (Information for Employees) Regulations 1989 (as amended)

All employees when first employed by the Parish Council, will be given a copy of the Parish Councils “Health & Safety” policy document.

Management of Health and Safety at Work Regulations 1999

n) Task Risk Assessment Process

The Council believe that the following “task risk assessment” process would be Appropriate in evaluating risk to employees and the public arising from the Councils activities :

Hazard x Exposure / Likely injury = Risk

Hazard /Severity of Injury or ill-health	Exposure/ time and likelihood of injury or ill- health	Risk score
Very low hazard 0-1	Very short exposure / no injury 1	Very Low Risk 0-1
Low hazard 1-2	Short exposure <10 minutes / minor injury possible first aid treatment 2	Low Risk 2-4
Medium hazard 2-3	Long exposure < 4 hours /clear injury possible requiring medical attention 3	Medium risk 6-9

Serious hazard 3-4	Very long exposure > 4hours/ serious injury 4	High risk 12-16
Major Hazard 5	Major injury or worse 5	Unacceptable Risk >20

Risk Score 0-1 Very low risk - no action but monitor from time to time

Risk Score 2-4 Low risk - common sense action only

Risk Score 6-9 Medium Risk --Take action to reduce risk if possible

Balance cost against effect

Risk Score 12-16 High Risk -Take action to control hazard and reduce risk to lowest category practical (also balance cost against effect)

Risk Score >20 Unacceptable risk - Stop task

Any significant task risk assessments will be in writing and lodged with the Parish Clerk.

Oakley and Deane Parish Council Task Risk Assessment Form		
Job Description/Site	Litter picker, cleaner, clerical (delete as appropriate)	
Task description/Equipment		
Hazards Identified	Risk mitigation/controls	Risk Score
1)		
2)		
3)		
4)		

The principles of health and safety management and the arrangements set out in the Parish Councils safety policy document will be followed in respect of all councillors and volunteers undertaking voluntary work for the Parish Council as far as is reasonably practical.

Specific Task Arrangements, Equipment, and Procedures.

1) Litter Pickers

The following protective clothing will be provided as appropriate:

- a) High visibility weather protective jacket and over trousers
- b) High visibility sleeveless jacket.
- c) Protective “rigger” gloves, and a cotton pair of gloves.
- d) Litter picking appliance.
- e) Small “sharps” box

If larger items of litter are discovered then the matter should be reported to the Parish Clerk so alternative arrangements can be made for collection and disposal.

If “sharps” are discovered great care should be exercised in placing them in the special yellow boxes provided, and the precise location noted where they were discovered. The said boxes with any “sharps” should be returned to the Parish Clerk with the discovery location information so that the appropriate authorities can be informed and safe disposal arrangements made for the “sharps”.

2) Premises Cleaners

The following protective clothing will be provided as appropriate:

- a) Suitable rubber gloves for use while cleaning changing room facilities.
- b) A pair of gauntlet neoprene gloves for cleaning floor and wall surfaces.
- c) A suitable apron type garment where the task risk assessment shows it is suitable and meets any protection requirements identified for the cleaning materials used. No work which requires the employee to work at a height above floor level will be undertaken without a further proper task risk assessment being undertaken.

3) Parish Clerk

The Parish Clerk would be classified as a frequent user of a Visual Display Unit within the terms of the Health and Safety (Display Screen Equipment) Regulations 1992. The following H.S.E. publication “VDUs an Easy Guide to the Regulations” HS(G) 90 will be used as the basis of the task risk assessment for the parish clerk's VDU workstation in her Parish Council office. The assessment will be undertaken by a Councillor with the parish clerk.

4) Parish Council Handyperson

The following protective clothing will be provided as appropriate and other issues:

- a) Suitable one piece overall for general protection of the employee while undertaking the normal range of the work
- b) A pair of safety boots and safety “Wellington” boots.
- c) Safety helmet, designed to allow, a full screen visor, hearing protectors to be attached or an alternative design suitable.
- d) Suitable approved respirators (disposable variety) to meet the control requirements for low hazard organic vapours. A general nuisance dust approved respirators (disposable variety) when there is an identified risk from particulates.
- e) Pairs of suitable protective gloves, to cover the range of tasks and hazards identified e.g. cotton, neoprene, and neoprene gauntlet types.
- f) Safety goggles and / or safety spectacles to meet the general eye protection impact hazard standards.
- g) High-visibility weather protective jacket and over trousers, also a high visibility sleeveless jacket.

- h) Approved petroleum container, 5 litres capacity, for site use with powered equipment (ref. The Petroleum Spirit (Plastic Containers) Regulations 1982).
- i) Road and footpath diversion signs to meet the following;
 - 1) the New Roads and Street Works Act 1991
 - 2) re-direct the public from a footpath area where work i.e. strimming, lopping or similar work is being undertaken.. The directional signs should be supplemented by signs indication the hazard e.g. strimming (black lettering on a yellow background)
 - 3) Roll of suitable two coloured barrier tape for use at footpath work locations.
- k) A suitable ladder to meet the requirements of the range of work undertaken.

All personal protective equipment and other plant /equipment provided for the use by employees should meet the current requirements and should be **marked CE** if such a standard were applicable. If the use of a ladder is deemed appropriate then the Working at Height Regulations 2005 will be followed.

4) Children - Play Areas and Equipment

The play area equipment is surveyed and reported on each year by the Consultant appointed by Basingstoke and Deane Borough Council and action taken or planned by the Parish Council to meet the appropriate E.N. & B.S requirements set out in the report.

Basingstoke and Deane B.C. employs a play equipment inspector to undertake weekly inspections of all the play area equipment in the Parish, and notify the Parish in weekly inspection reports, from which the Parish Council will take any necessary remedial action.

The Parish Councils approved document "Policy Parameters for dealing with Play Areas and play equipment inspection reports" is attached to this document as annex 2.

Children - Play Areas and Equipment Oakley and Deane Parish Council Inspection

In addition the Parish Council may wish independently to undertake a visual inspection of play ground equipment at Upper Farm Road, Avon Road, & Beech Park as necessary and record this in the minutes of the Parish Council. The form set out below can be used for the inspection as an aide memoire. Any such reports should be kept by the Parish Clerk.

Oakley and Deane Parish Council	
Children---Play Equipment and Location	
Name of site	Comments
1)Ground surfaces	
2) Stability of equipment	

3)Condition of Equipment	
a)steps	
b)handrails	
c)seats /slide surface	
d)chains/ ropes	
e)sharp edges or splintered wood	
4)Any other site condition comments	

Assessor

date

6) Parish Allotments

Access to and egress from the allotment site and designated pathways within the allotment site which are in the control of the Parish Council will be maintained as far as is reasonably practical in safe condition.

7) Peter Houseman and Newfound Sports Grounds

The Parish Council have a contract with a sports ground specialist to maintain and undertake all necessary maintenance of the football pitches and the cricket square.(except for gang mowing and hedge trimming at both sites which is contracted to Basingstoke & Deane B.C.)

The sports ground specialist contractor advises the Parish Council on all necessary issues to ensure the football pitches including the goal posts, nets, and adjacent areas etc. meet as far as is reasonably practicable the Football Associations standards set for the age of players, undertaking this activity.

In respect of the cricket square and out-field a similar policy applies by following the Hampshire Cricket Board rules as far as is reasonably practicable.

If sports field areas are rented to other bodies which could include sports clubs, Organisations, Oakley Community Association or other organisations, that organisation will confirm that they are following the health and safety procedures which are appropriate for the activities proposed in the rental request. This

confirmation may include reference to a standards organisation for the activity, and detail also of the appropriate insurance policy issued to cover the activity.

If the sports field areas are rented or loaned to other bodies which include sporting or other linked activities then the Parish Council will require the organisation responsible for the activity to confirm that they are following the health and safety procedures which are appropriate for that activity ie sports body, or sports advisory body.

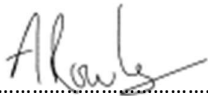
Originally reviewed and approved: 10th March 2016

Reapproved: 8th February 2024

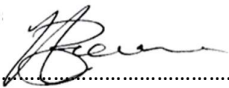
Next review due no later than 8th February 2026

Oakley and Dean Parish Council

Chairman


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Paish Clerk


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