

BALDERTON PARISH COUNCIL

GENERAL STATEMENT OF HEALTH & SAFETY POLICY

Section A - STATEMENT OF INTENT

Balderton Parish Council regards health and safety as a matter of prime importance and will at all times ensure, so far as reasonably practicable, the health, safety and welfare of all employees. The Council shall also ensure so far as reasonably practicable that activities of the Council do not in any way cause detriment to the general public, contractors and other non-employees.

It is the policy of this Council that health and safety is and shall remain a management responsibility equal to that of any other function.

A positive health and safety culture can only exist with the full co-operation and commitment of staff. With this in mind management shall ensure that effective control of health and safety is achieved through ensuring co-operation and communication with all employees within the organisation and by ensuring competence of those employees.

Health and safety plays a vital role in achieving the commitments of the Council. The Council also acknowledges the significant benefits accruing from positive & pro-active health and safety management and the input such management can make into achieving "Best Value" and quality services.

This Council believes that accidents and occupational ill health incidents are preventable and to this end, using the risk assessment tool, shall endeavour to manage risks in order to prevent or at least minimise the occurrence of these incidents. Risks shall, where possible, be reduced to a reasonably practicable level.

It is equally the duty of all employees to exercise responsibility and to do all that is reasonable to prevent injury to themselves and to others that may be affected by their actions or omissions.

This Council will ensure that appropriate consultation with employees and/or their recognised trade unions will take place on matters affecting their safety and or health.

The Council acknowledges its legal responsibilities to appoint competent contractors. All reasonable steps shall be taken to ensure contractor's competency and adequate steps taken to monitor their activities in consideration of health and safety requirements.

This policy shall be reviewed at least annually and any amendments shall be brought to the attention of all employees.

Signed
Clerk to the Council

Date: August 2021

Review Date: August 2021

B Corporate Health & Safety Responsibility & Accountability

B1 Responsibilities of the Council

The Council, through its elected Members has responsibilities for:

- a) The health, safety & welfare of the Council's employees whilst at work;
- b) The conduct of the Council's undertakings to ensure the health, safety and welfare of the public and other persons who may be affected by our work.

To meet these responsibilities the Council shall ensure:

- a) That there is an effective overall policy for the health, safety and welfare of all employees and appropriate resources are available to meet the requirements of that policy;
- b) That any necessary changes are made to the Health & Safety Policy arising from annual reviews and alterations, amendments to organisational structures and operational arrangements;
- c) That the Council's activities do not detrimentally affect the health, safety or welfare of the general public and/or other persons e.g. Contractors, members of the public etc;
- d) That the Council shall review the implementation of this policy annually and make such recommendations as are necessary.
- e) Health and safety matters shall be under the remit of the Finance and General Purpose Committee.

B2 Responsibilities – Clerk to the Council

The Clerk to the Council is responsible for giving overall effect to the Council's health and safety policy and will, as necessary review the effectiveness of the policy and of the personnel under his/her control to whom various aspects of health and safety have been delegated.

The Clerk is responsible for:

1. The implementation of the overall policy and ensuring its regular review and updating.
2. The health, safety and welfare of all employees and other persons who may be affected by the activities of the Council.
3. The provision of adequate information, instruction and training for all employees, including first day induction training for all new employees.

4. The provision and maintenance of safe premises, equipment, plant and machinery and substances.
5. The provision and maintenance of safe systems of work and the use, where necessary of competent contractors.
6. The provision and updating of adequate risk assessments.
7. The provision of adequate and competent health and safety specialist advice where necessary.
8. Regular inspections and monitoring of the workplace and all work activities.
9. The annual audit of the workplace.
10. Ensuring that the Council is informed of any health and safety matters requiring their attention with regards to the need for provision of necessary funding.
11. The investigation of all accidents and dangerous incidents and any necessary reporting to the Health and Safety Executive.
12. The provision and maintenance of adequate emergency and first aid arrangements.
13. The provision of this policy and all updates to all employees.

The main responsibility for implementing the Council's Health & Safety policy rests with the Clerk to the Council who will ensure that specific legal requirements are adhered to and that steps are taken to comply with changes in these requirements.

The extent of various aspects of health & safety legislation, together with training, administration and the day-to-day working requirements justify the need for the Clerk to the Council to delegate to personnel under their control and to use the services of external competent assistance where necessary.

B3 Competent Person

In accordance with the Management of Health and safety at Work Regulations and in view of the essential need for competent assistance to be available to the Parish Clerk at all times the Parish Council shall contract the services of the qualified safety professionals of Safety Measures Ltd, or other suitable organisation, to provide such.

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B4 Responsibilities – Officers of the Council who let or Control Contracts and Contractors

Such Officers shall ensure that:

- Health & Safety competency considerations are an integral part of procurement decisions
- Suitable resources are allocated to ensure health and safety
- Reasonable enquiries are made to ensure the competency of potential Contractors;
- Employees are adequately trained to be able to manage the contract safely;
- The Contractor's health and safety performance is suitably monitored;
- Competent advice is sought when required;
- All work is in accordance with this Council's policies.

Also, such Officers shall ensure that procedures 1 to 6 of section C14 of the Health and Safety Policy are strictly applied to all contracts.

The level and quantity of precautions taken must always be proportionate to the actual level of risk present.

B5 Responsibilities – Line Management

Line Management shall ensure that instructions relevant to the Council and the Section concerning health and safety are practiced and that the necessary information, policy and codes of practice are disseminated to, and effected by, employees for whom they are responsible.

Specifically Line managers shall ensure that:

- a) Risk assessments are available and communicated to all relevant staff and reviewed to ensure they are suitable and sufficient.
- b) All accidents are investigated and reported.
- c) Frequent monitoring is carried out to ensure adherence to legislation, policy, codes of practice, risk assessments, work method statements or other relevant health & safety instructions.
- d) Persons within their control use all safety devices/control measures provided in the interests of their safety.
- e) Suitable first aid provision is available within their area.
- f) Areas/buildings for which they have responsibility are kept in a safe condition
- g) Employees within their control are competent to carry out their tasks without putting themselves or others at risk.

- h) Appropriate supervision is available where required.
- i) Plant and equipment is suitable for the task it is required and is suitably maintained in accordance with the manufacturer's recommendations and relevant legislation where appropriate.
- j) Training identified to enable staff carryout their tasks safely is provided.
- k) All health & safety shortcomings noted either by the line manager or notified by others are addressed and dealt with accordingly.
- l) All activities that pose a risk of serious or imminent danger are stopped and dealt with accordingly.
- m) Individual risk assessments are completed for all persons under the age of 18 years old.

B6 Responsibilities – All Employees

Employees shall:

- Take reasonable care for their own safety and that of others who may be affected by their acts or omissions;
- Inform their line manager or the Clerk, without delay, of any work situation which might present a serious and imminent danger;
- Inform the Clerk of any short comings in the Council's health and safety arrangements;
- Make themselves familiar with and conform to all safety rules applicable to their work;
- Correctly use safety equipment, protective equipment/clothing and devices as necessary and follow instructions and advice regarding use of substances;
- Report, to the Clerk, all accidents and damage and adhere to the Authority's procedure for the reporting of accidents/violent incidents, regardless of whether persons are injured or not;
- Report all hazards to the Clerk or their line manager immediately;
- Comply with instructions given on health and safety matters and adhere to the Council's Health & Safety code of practice.

Section C – Arrangements

C1 Risk Assessments

The Clerk is responsible for ensuring suitable risk assessments are produced and maintained relevant for all significant risks and that adequate controls are provided.

Adequate training shall be provided to ensure competence of all managers to carry out risk assessments.

The Clerk shall identify hazards and evaluate risks produced by this Council's activities. Where this assessment highlights a significant risk the manager shall record his/her findings on the risk assessment pro-forma. A copy of these assessments shall be kept by the Clerk.

The Clerk shall ensure that staff are made aware of the significant findings of all relevant risk assessments. Indeed, wherever possible employees shall be consulted during the risk assessment exercise.

Risk assessments shall be reviewed and amended as necessary, by managers:

- On an annual basis
- Following an accident
- If there is a significant change in the work activity
- Where employees are under the age of 18 years
- On receiving notification of pregnancy from an employee, and
- When a new/vulnerable employee starts.

Risk assessment is, however, but a process and implementation of the final action plan is essential.

C2 Consultation

Formal consultation on health and safety matters will be included at staff meetings. The purpose of these meetings will be to discuss health and safety working conditions and practices and monitor health and safety performance. Where necessary the Clerk will implement corrective action if performance appears unsatisfactory.

Health & safety matters discussed at these meetings will be reported to the Finance and General Purposes Committee.

Notwithstanding the above all employees shall be encouraged to bring to the attention of management any concerns or suggestions regarding health and safety.

C3 Co-operation and co-ordination with other employers

The Council, when sharing a workplace (whether on a temporary or permanent basis) shall co-operate with the other employers (and the self employed) to ensure control of health and safety risks both on and off site. Coordination of arrangements and co-operation with other co-ordinators shall be provided as necessary.

Where necessary this will include:

- Liaising with the other employer prior to commencement of work to identify and assess the likely hazards associated with the activity
- Ensuring existing risk assessments are suitable and sufficient
- Producing joint safe systems of work
- Determining specific responsibilities and where required appoint a person to control the activity
- Ensuring joint legal requirements are fulfilled – i.e. fire precautions
- Providing details to other employers prior to commencement of works of known hazards on site and site specific rules and procedures

C4 Fire Safety

The Parish Clerk will ensure that:

- Where required, a suitable fire risk assessment is made to evaluate the potential fire risks and adequate responsive action is taken to remove or reduce risk to a minimal and appropriate level;
- Suitable instructions are posted in conspicuous areas informing all users of the building what action to take in case of a fire;
- A suitable fire plan is produced to ensure a rapid and effective evacuation;
- Fire drills are carried out at least once every 6 months;
- The Clerk shall monitor and ensure safe escape routes from the Village centre building and the workshop.
- No more than 50 litres of petrol shall be kept at the workshop and all petrol shall be kept in approved containers to be stored securely.
- Special areas of fire risk potential are suitably marked and special procedures formulated;
- All staff receive appropriate training which shall be provided to all employees by a competent person.
- All fire equipment is inspected and maintained on an annual basis. Fire extinguishers shall be maintained on an annual basis by Julia Walker Tel 07855 113902.
- All of the above is documented within a Fire Log Book.

C5 Accident & Incident Reporting

Details of all accidents will be recorded in an Accident Book and investigated. The Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR) will be followed in respect of any reportable accident or dangerous occurrence. Major injuries (as defined by the schedule to the regulations) and any accident at work resulting in over 7 days absence from work are reportable to the relevant authority.

NB. Only major accidents (e.g. serious fractures, amputations) should be reported immediately by telephone (HSE: 0845 300 9923) all other injuries should be reported over the internet (www.hse.gov.uk).

All reportable accidents or dangerous occurrences will be investigated in order to:

- Establish the cause
- Determine the extent of injuries and damage
- Decide on action necessary to prevent a recurrence

A report will be prepared and action considered necessary to prevent a recurrence will be taken.

C6 First Aid

The terms of the Health and Safety (First-Aid) Regulations 1981 will be complied with as a minimum standard of cover and practice. Details of the trained First Aiders will be notified to directors, employees, sub-contractors and visitors, and brought to the attention of all new employees at their induction. Sub-contractors will be informed of the arrangements for providing first aid cover either in writing when their services are engaged or on first arrival on our premises or site.

Stock levels of items required under the Regulations will be checked at regular intervals and boxes will be kept secure, yet quickly available when required. Specific arrangements will be made to provide cover where employees work on site.

The Nominated Person will hold a current list of employees who have received training and their location. A First Aid container is kept in each vehicle; a suitable container will always be kept on site and available for immediate use.

C7 Supervision & Instruction

Adequate supervision and instruction, appropriate to the level of risk present and the employee's competency shall be provided to all work activities.

In order to be able to determine the necessary level of instruction and supervision the Clerk/line manager shall be competent as regards the identification and recognition of hazards within their work activities.

Line managers are required to instruct employees of all relevant policies and guidance, to monitor the effectiveness and initiate any steps necessary to improve safe working conditions or practices.

C8 Training

Training is essential to ensure staff acquire the necessary skills, knowledge and attitudes to make them competent and therefore remove or reduce risk.

Training needs shall be identified by the Clerk in consultation, with external assistance where necessary. The need for health and safety training shall be identified within risk assessments and during staff development interviews.

In addition training needs shall be reassessed at:

- Induction,
- On an annual basis
- Following an accident
- During an audit, and
- When work activity/equipment etc. Change

Specific training requirements:

The Clerk shall arrange for adequate training including:

- Application of pesticides (Certificate)
- Manual handling
- Emergency First Aid at Work
- Basic fire extinguisher use/fire warden training
- Working at heights/use of ladders.

C9 Maintenance

Maintenance of plant and equipment, upon which personal safety depends, will be the responsibility of the Clerk who will ensure that there are proper arrangements for:

- Regular examination and testing, by a competent person, of all plant and equipment in accordance with statutory provisions, codes of practice and risk assessments;
- The recording of all such tests, examinations and remedial action taken;

The Clerk shall ensure the immediate withdrawal and isolation of all defective plant, equipment and installations until remedial work is effective.

C10 Good Housekeeping and the Workplace

This Council considers good housekeeping, to be a key issue in accident prevention and an issue everyone must assist in.

The Clerk shall ensure there are:

Proper arrangements for the storage of clothing, tools, supplies and waste
Properly maintained clean work areas, washing/toilet/mess rooms are provided.
All accesses and egresses in the workplace, including corridors, gangways, stairs, thoroughfares, etc. are maintained in a safe and clean manner.

All reasonable measures shall be taken to ensure suitable temperature, humidity, lighting and space requirements within all working environments.

Risk assessments must include reference to the above.

C11 Hazardous Substances

The Clerk shall ensure that:

- Exposure to all hazardous substances and associated risk shall be identified, assessed and controlled within a COSHH (Control of Substances Hazardous to Health) risk assessment.
- A data sheet along with the COSHH Assessment shall be kept for each hazardous substance. The Clerk shall ensure that an appropriate hazard data sheet is obtained from the suppliers of each substance.
- All substances shall be used in accordance with the instructions and precautions as described in the product data and the COSHH Assessment.
- All substances shall be stored in the appropriate containers which shall be kept in appropriate accommodation and disposed of safely and without risks to the environment.
- Suitable precautions shall be provided to inform and protect employees against the risks associated with relevant infectious diseases including Weils Disease.

Where possible hazardous materials shall be substituted by non-hazardous or less hazardous substances.

The Clerk shall ensure that all Contractors and their Sub-contractors provide, on site, suitable COSHH assessments and appropriate hazard data sheets.

C12 Personal Protective Equipment & Clothing (PPE and PPC)

All reasonably practicable measures shall initially be taken to remove the risk. Only if the risk remains after this shall PPE be issued. PPE shall always be the last resort.

Suitable personal protective equipment and/or clothing (PPE & PPC) shall be supplied where a risk assessment has identified a need. Where PPE/PPC is required, the Clerk shall ensure that an assessment has been carried out to ensure the correct type has been purchased and that it fits all employees correctly.

Managers shall ensure that PPE is worn where required. Refusal by an employee to wear the correct PPE shall be treated seriously and disciplinary procedures may be considered.

Employees shall not be charged for the basic provision of PPE/PPC where this has been identified within risk assessments. Employees may, however, be requested to supplement the cost of PPE/PPC where employees request PPE/PPC that incurs costs above the cost of the basic provision. The line manager must ensure that all equipment provided meets full CE accreditation and is suitable for the risks present.

C13 Display Screen Equipment

Display screen equipment as defined within the Health & Safety (Display Screen) Regulations 1992(as amended) and associated workstations shall be provided and maintained in accordance with legislation.

The Clerk will ensure that all users of display screen equipment are assessed to determine whether they are habitual users as defined within the Health & Safety (Display Screen) Regulations 1992. Where this assessment proves the employee to be a habitual user a full assessment of the equipment, workstation and environment shall be undertaken.

Employees identified as habitual users are entitled to an initial free eyesight test at with a qualified optometrist.

C14 Contractors & CDM Regulations

Only suitable, competent and appropriately qualified contractors shall be engaged. Where a contractor is engaged the Clerk shall:

1. Ensure that all reasonable practicable steps have been taken to engage a competent contractor. This will require the contractor to provide, where appropriate, adequate evidence to demonstrate their suitability and competence, including:
 - (i) A current health and safety policy;
 - (ii) Relevant risk assessments;
 - (iii) Details of relevant training received by their employees;
 - (iv) Details of previous similar work/references;
 - (v) Details of previous enforcement action;

- (vi) Current insurance policy covering Employers and Public Liability Insurance
 - (vii) Health and safety performance indicators.
2. Agree, prior to work commencing, Client, Contractor and sub-contractor responsibilities and duties, including work method statements.
 3. All relevant health and safety information available and relevant to the contract is given to the Contractor/Sub-contractor.
 4. Their work shall be monitored to ensure safe working methods in accordance with legislation, contract conditions and agreed work method statements.
 5. Where hazard substances are to be used the responsible Officer has ensured that the Contractor has produced a suitable COSHH assessment(s) and has the appropriate hazard data sheets on site.
 6. The responsible Officer shall ensure that any area in which contractors have worked is safe prior to re-occupation.

C15 Grass Cutting – Safe System of work

Preparation

Employees must not operate a machine unless they have been instructed in its use and have read the instruction books for the machine they are to operate.

Before any motor mower is operated, it must be checked for safety and mechanical faults as follows:-

- all wheels are secure;
- blade nuts are secure and blades are in good condition;
- sufficient oil in the sump of four-stroke engines;
- correct petrol/oil mixture for two-stroke engines;
- fuel tank full; and
- all guards are fitted and in full working order.

Any machine or equipment found to be defective must be reported to the Supervisor immediately and the defect remedied prior to the machine being used.

Personal Protective Equipment

Protective footwear must be worn when using grass-cutting machines

Where noise levels exceeding 85dB (A) are experienced, ear defenders should be provided and shall be worn.

Face protection should always be worn while using a trimmer or other similar type of equipment.

Starting the Engine

Ensure that brakes are applied (if fitted), drives are in neutral and by-standers are clear of the machines.

When starting rotary machines, ensure that feet are firmly placed on top of the hood - the machines should be tilted towards you.

Do not run the engine in a building without adequate ventilation.

While Using the Machine

Prior to mowing, the area must be inspected for large items hidden within the grass i.e. large stones, nails etc.

During mowing the operator should continue to watch for objects in the grass that may be ejected from the mower.

Directly prior to using the machine, check again to ensure that all parts are in good working order including security of cutting blades, paying particular attention to tyres, steering, brakes and lights if these are fitted to the machine.

Always observe the Highway Code, both on and off the roads. Keep alert and aware at all times. Remember that some people are deaf or blind and that children and animals can be unpredictable.

Keep travelling speeds low enough for an emergency stop to be effective and safe under all conditions at all times.

Take special care when reversing and ensure that the area behind is clear of obstructions.

Do not transport with the cutting mechanism rotating. Make sure that the cutting units are securely fastened in the transport position.

Remove or avoid obstructions in the area to be cut, thus reducing the possibility of causing injury to yourself and by-standers.

If a trailing seat is used, check that the towing mechanism is securely fitted and is also properly maintained. Avoid severe turns that may cause the trailing seat to become unstable. Reverse with care when using a trailing seat.

When using rotary machines, you must not walk backwards when mowing - you could slip and pull the machine on top of you. When cutting long grass, walk forwards, pulling the mower behind you.

Do not float mower over gravel paths - it is grass cutter, not a stone thrower.

Do not lift or carry a rotary mower while the engine is running. If it will not float across from one area to another, stop the engine, carry correctly and re-start.

Leaving the Driving Position

Park or place the machine on level ground.

Before leaving the driving position, stop the engine and make sure all moving parts are stationary. Apply brakes if these are fitted and disengage all drives.

Remove the ignition key if this is fitted.

Slopes

TAKE EXTRA CARE WHEN WORKING ON SLOPES. Local undulations and sinkage will change the general slope. Avoid ground conditions that can cause the machine to slide. Apply brakes before disengaging traction gears. Keep the machine completely under control when disengaging traction clutches. Note that centrifugal clutches disengage as the engine speed drops. Ratchet-driven machines free wheel on downhill slopes. Violent decelerating or braking of front wheel drive machines may cause the rear wheels to lift.

DO NOT TAKE RISKS when cutting banks with a rotary mower (Flymo type). Always stand on the level part at the top and attach a length of rope to the handle of the mower. Cut by lengthening the rope to lower the mower. When using a rope, be sure to keep it away from moving parts of the engine. Be sure that the rope attachment to the machine is secure.

Blocked Cutting Units - Cylinder and Rotary Machines

On rotary machines you must first disconnect plug lead(s) from sparking plug(s). Release blockages with care. Keep all parts of the body away from the cutting edges. Beware of energy in the drive that can cause rotation when the blockage is released. Keep other people away from the cutting units. Pay special attention when cleaning multi-cutting unit machines, as the rotation of one cylinder or rotor can cause others to rotate.

Adjustments and Maintenance

On rotary machines, you must first disconnect plug lead(s) from sparking plug(s). When adjusting cutting of cylinders, take care not to get hands or feet trapped when rotating the cylinder. Make sure that other people are not touching any cutting unit. Again on multi-cutting unit machines, rotation of one cylinder or rotor can cause the others to rotate.

When refuelling, you must first stop the engine. Do not smoke. Always use a funnel to pour fuel into the tank, from the can. Do not spill fuel on hot components. Avoid creating static sparks.

You must always clean your mower at the end of the day, particularly around the carburettor controls. A clean machine always works better and lasts longer than a dirty one.

Chain Saws & Loppers

Motor or electric powered chain saws and loppers shall only be used and maintained by operatives who have completed the approved certificated course and have where necessary received the required refresher training.

Use of this machinery shall be in accordance with the manufacturer's manual and no use of the chainsaw or lopper shall take place other than from ground level.

Any tree work requiring working at heights shall be let to a competent contractor.

All necessary protective equipment issued shall be worn by both the operator and any assisting operatives.

Due regard shall be had for the general public and whenever such work is undertaken, suitable isolation of the falling area shall be made prior to commencement of the work.

C16 Asbestos

No asbestos containing products shall be used or stored by this council.

An asbestos register shall be maintained and asbestos installations managed and/or competently removed according to risk.

The Clerk will maintain records of all asbestos exposure to employees and maintain medical records where required.

C17 Infectious Diseases and Handling Sharps

Where it is identified by risk assessment that an activity includes the risk of infectious disease then reference to and compliance with the infectious disease policy will be made.

Employees potentially exposed to Hepatitis A and or B will be encouraged to undertake immunisation.

Work that requires the handling of used hypodermic needles or sharps shall be in accordance with the Council's code of practice for the safe handling of hypodermic needles.

All staff who are exposed to infectious diseases will be suitably trained and shall be supplied with adequate and suitable PPE.

Dealing with contaminated syringes or other sharps

Staff may come across both used and unused hypodermic needles whilst carrying out their normal everyday duties. This document sets out the precautions required and the safest method of work to handle and dispose of these needles safely.

Hazard

When dealing with hypodermic needles the greatest danger is that of a puncture wound and the possibility of a subsequent infection.

The greatest infection risk associated with a puncture wound is Hepatitis B virus. However, this risk is considered low, as the virus will only survive outside of the body for a short period of time. At room temperature this may, however, be up to seven days. A vaccination for Hepatitis is available to staff, who are considered at risk.

The risk of a HIV infection from a needle stick injury is considerable less than Hepatitis B. The HIV virus is extremely fragile and cannot survive outside of the body. Once exposed to air the virus will not survive. Puncture wounds may also cause Thrombosis.

Precautions

The Clerk shall consider the potential for his/her staff to unexpectedly encounter a needle and produce a suitable risk assessment where there is such a risk.

Only staff that has been given the correct equipment and training should handle hypodermic needles. This equipment should include a suitable pair of gloves, a sharps bin and a pair of tongs/tweezers.

Staff should always remain vigilant when working in "risk areas" exercising extreme caution during the handling of needles.

When carrying plastic sacks do not allow the bag to brush against the body as it may contain an undetected needle.

Handling sharps - Safe system of work.

Should you be required to handle needles or other contaminated sharps, it is essential that you proceed with extreme caution.

Gloves must always be worn during the handling of needles.

Only use handling tongs/tweezers to pick up a syringe and needle or needle.

The needle should then be placed directly into a sharps container.

Operatives should return their full sharps containers to their line manager who will be replace it with a new one and suitably dispose of the full container.

Should you receive any type of cut or puncture wound during this operation encourage the wound to bleed for a short period. Where possible the wound should be held under cold running water for several minutes and then protected with a sterile dressing. **DO NOT** suck the wound. The injured person and if possible the offending item should immediately be taken to hospital.

All needle stick injuries must be reported to the line manager immediately or to the Parish Clerk in his/her absence.

C18 Playgrounds and Play Equipment

This Council will ensure by inspection, monitoring, maintenance and repair that all playgrounds and play equipment owned by BPC remain, so far as is reasonable practicable, safe.

Inspection and monitoring of these sites will include:

- Weekly informal visual checks to ensure no obvious faults/vandalism.
- Monthly formal checks using agreed checklist.
- Annual detailed inspection and risk assessment by a competent person.

All new equipment will be examined/inspected, by a competent person prior to use, to ensure it has been suitably installed and conforms to current standards. This inspection will be suitably documented.

C19 Open spaces

The Council will ensure that all open spaces managed or owned by Balderton Parish Council are maintained to ensure so far as is reasonably practicable the safety of all users. This will include all open water, footpaths, trees and furniture fitted in these areas

C20 Noise

Suitable and appropriate measures, in accordance with the Control of Noise at Work Regulations 2005 and codes of practice, shall be taken to ensure the hearing of all employees and visitors.

The Clerk shall ensure that a suitable noise risk assessment is in place for all activities that produce or may develop noise levels that exceed the first action level 80d(B)A as defined within the control of Noise at Work Regulations 2005.

Where this assessment proves the noise levels exceed the first action level, 80d(B)A, the Clerk will ensure that:

- Hearing protection is made available,
- Exposed employees are provided with appropriate training and information is provided
- Audiometric screening is made available

Where the assessment exceeds the second action level, 85 d(B)A the line manager shall ensure that:

- Hearing protection is provided and is worn
- Warning signs are posted within the noise area
- Exposed employees are provided with appropriate training and information is provided
- Exposed staff receive audiometric testing

C21 Manual Handling

The Clerk shall ensure that all manual handling activities with a significant risk of injury are suitably assessed in accordance with the Manual Handling Operations Regulations 1992. This assessment shall be carried out, by line managers, using this Council's manual handling assessment pro-forma and control measures implemented.

C22 Electricity

Appropriate inspection and testing, in accordance with legislation and codes of practice, shall be carried out on all electrical installations and portable electrical equipment owned by this Council. This Council shall also ensure that only electrical equipment that carries a valid certificate of test is allowed to be brought into Council premises and is suitable for the environment in which it is to be used.

The Clerk is responsible for ensuring the testing of all electrical equipment owned by the Council and for ensuring that all equipment brought on site by third parties has been suitably tested.

The Clerk shall ensure that only competent persons shall be authorised to install, repair, and maintain electrical installations and/or equipment.

C23 Lone Working

Where lone working is required, the Clerk shall ensure that a suitable risk assessment is carried out to establish the hazards associated with the task and the necessary control measures required eliminating the risk, or reducing it to a reasonably practicable level.

The Clerk/ shall ensure that there is a written safe system of work for all lone working operations that involve a significant risk. A reporting in/monitoring procedure shall be implemented for all lone workers.

C24 Stress

Balderton Parish Council will ensure, so far as is reasonably practicable, that no employee is subjected to a level of stress due to work, which is detrimental to his or her health. The Council aims to create an environment where workplace stress can be dealt with openly and fairly and expects all managers to apply this policy and guidance in a consistent and timely manner.

The Council will take seriously and investigate report(s) from employees about causes of workplace stress and will take preventative and protective measures to reduce the risk.

Workplace stress is recognised as a Health and Safety issue. The main legislation, which is relevant to this subject, is the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work Act 1974, Sections 2 and 7.

C25 Hand-Arm Vibration

The Council recognises that there is a need to reduce prolonged and regular use of high-level vibration hand-held tools and that effective controls are required to minimize the risk of injury to employees. Whilst accepting the need to continue and improve delivery of services

to the community, the Council agrees that all reasonably practicable steps be taken to achieve this minimisation.

The Council has a statutory duty to minimise the risk of exposure to its employees.

C26 Pregnant workers

When advised of pregnancy, the Clerk shall immediately arrange for a risk assessment of the pregnant worker's post to be carried out as soon as possible. This risk assessment shall be carried in conjunction with the pregnant worker and where applicable their immediate line manager.

C27 Young Persons – (under 18 years old)

The Clerk shall carry out a suitable risk assessment, using this councils agreed pro-forma, shall be carried out for all young persons when either employed by this Council or when on work experience.

The assessment must:

- Take into account their inexperience, lack of awareness of existing or potential risks, and immaturity
- Address specific factors in the risk assessment
- Provide information to parents of school age children about the risk and the control measures introduced
- Take account of the risk assessment in determining whether the young person should be prohibited from certain activities

C28 Use of Mobile Phones whilst driving

Staff who are required to carry mobile phones to ensure their safety and to assist with their service provision **must** not answer any call or text whilst their vehicle is in motion. Prior to answering any call they shall ensure that their vehicle is stationary and parked in a safe location. Under **NO** circumstances shall they make or receive any call, on either Council or privately owned mobiles whilst driving. Employees are advised to ensure that when driving the phone's messaging facility is activated. Calls should then be checked and returned only when safe to do so.

C 29 Travel and Transport

Integral to service delivery of the Council is the need for travel of employees and transportation of goods and materials. Such activity will include adequate consideration of health & safety to ensure safety of employees and non-employees.

The Clerk is responsible for ensuring the vehicle fleet is serviced as required and maintained in a safe and road worthy manner.

Drivers of the vehicles are responsible for checking the vehicle daily and reporting any faults to their manager or directly to the Clerk.

C30 Work on or Near Highways

The Clerk shall ensure that a suitable and sufficient risk assessment specific to working on or near highways has been completed if any work activity is to be on the highway or within 450mm of the highway.

All work on highways will be in accordance with the Department for Transport's Traffic Signs Manual Chapter 8 – Traffic safety measures and signs for road works and temporary situations

C 31 Smoking

This council operates, in accordance with current no smoking legislation, a no smoking policy for all employees in any BPC building or vehicle.

C32 Working at Heights

The Work at Height Regulations 2005 applies to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others (e.g. facilities managers or building owners who may contract others to work at height) to the extent they control the work.

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height.

Duty holders' responsibilities

The Regulations require duty holders to ensure:

- all work at height is properly planned and organised;
- all work at height takes account of weather conditions that could endanger health and safety;
- those involved in work at height are trained and competent;
- the place where work at height is done is safe;
- equipment for work at height is appropriately inspected;
- the risks from fragile surfaces are properly controlled; and
- The risks from falling objects are properly controlled.
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- avoid work at height where they can.

The Clerk and/or persons controlling work at heights or contractors are responsible for ensuring the above duties are complied with.

C33 Events

The Clerk shall ensure that where necessary the following are implemented for all indoor or outdoor events organised or managed by BPC:

- All hazards are identified prior to the event and risks assessment produced to control/minimise them.
- Responsibilities are formally agreed.
- Inspections take place prior to, during and directly after the event.
- Liaison takes place with the appropriate enforcement bodies.
- All events are managed in accordance with the Health & Safety Executive's Guidance HSG 195 "The event safety guide – a guide to health, safety and welfare at music and similar events"

C34 Cemetery – Headstones and Monuments

This Council will ensure, so far as is reasonable practicable, the stability/safety of all headstones and monuments located within the **Mount Road** cemetery.

Inspection and monitoring of headstones and monuments will include visual checks when staff carry out Cemetery grounds maintenance.

C35 Legionella

This Council is required to consider the risks from legionella that may affect either its employees or members of the public and take suitable precautions to protect them all. As an employer and as an organisation in control of premises we must:

- **Identify** and assess sources of risk;
- **Prepare** a management plan for preventing or controlling the risk at each water system;
- **Implement** a suitable management programme and appoint a person to be responsible, sometimes referred to as the 'responsible person'
- **Keep records** and check that what has been done is effective

C 36 Monitoring

The Clerk shall implement suitable mechanisms to ensure managers are carrying out adequate routine inspections of their workplace to ensure the health, safety and welfare of all employees and visitors.

C37 Audit, Review and Annual Performance Reporting

The Clerk shall ensure that a Health and Safety Audit is completed out on an annual basis. This policy will be formally reviewed at least every year and at another times when activities, staff structure, accidents occur or when there is significant changes to legislation.

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