



# HEALTH & SAFETY HANDBOOK

Adopted by Marden Parish Council on: 9<sup>th</sup> May 2023

Reviewed on: 12<sup>th</sup> March 2024

Review date: March 2025

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Parish Council Health and Safety Handbook

# HEALTH AND SAFETY HANDBOOK

| <b>Contents</b>  | <b>Page No.</b> |
|--|-----------------|
| SECTION 1: INTRODUCTION  | 1               |
| SECTION 2: RESPONSIBILITIES  | 4               |
| Responsibilities of all Employees  | 4               |
| Responsibilities of First Aiders   | 5               |
| Induction  | 5               |
| SECTION 3: ARRANGEMENTS  | 6               |
| Hazards  | 6               |
| Risk Assessments   | 6               |
| Safe Systems of Work   | 6               |
| Communication and Consultation   | 7               |
| Personal Hygiene   | 7               |
| Training   | 7               |
| Accident Reporting   | 7               |
| Fire Prevention and Evacuation Procedures                                  | 8               |
| Gas Leaks  | 8               |
| Personal Protective Equipment (PPE)  | 8               |
| Work Equipment   | 8               |
| Electrical Safety  | 9               |
| Display Screen Equipment   | 9               |
| Work at Heights  | 9               |
| Ladders and Step Ladders   | 10              |
| Manual Handling  | 10              |
| Slips and Trips  | 11              |
| Welfare Facilities   | 11              |
| Smoking  | 11              |
| Stress   | 12              |
| New or Expectant Mothers   | 12              |
| Violence and Aggression in the Workplace                                   | 12              |
| Lone Working   | 12              |
| Drugs and Alcohol Misuse   | 13              |
| Driving when Working   | 13              |
| CoSHH  | 13              |
| Safety Signs   | 16              |
| Control of Waste Materials   | 16              |
| Employee's Confirmation of Receipt of the Staff Health and Safety Handbook | 19              |

## **SECTION 1: INTRODUCTION**

This Health and Safety Staff Handbook outlines the commitment of Marden Parish Council (MPC) in meeting our legal duties and providing, as far as is reasonably practicable, the required standard for the Health, Safety and Welfare for all our employees, customers, visitors and contractors.

All employees working for MPC must understand their responsibilities for health and safety. We support a ‘don’t walk by’ culture and encourage everyone to be an ambassador of health and safety for the company. We will continue to monitor and review our business activities to ensure we maintain and improve the Health and Safety.

Our employees are the most precious asset to the business. We will ensure that all employees are given equal opportunities to develop their skills and promote their potential within the Council.

MPC will aim to maintain a positive and friendly work environment through employee forums, consultations and management meetings. Bullying will not be tolerated. All of our employees will be treated fairly and not discriminated against because of their gender, race, religion, sexual orientation or ethnic origins.

We will also provide and maintain, so far as is reasonably practicable a safe and healthy working environment with adequate facilities and arrangements for the welfare of our employees and others who enter our workplace.

To ensure that it is effective and up to date, the Health and Safety Policy will be reviewed each year, or more frequently if required. Where required the policy will be amended and all employees informed of any amendment.

This Health and Safety Staff Handbook outlines the commitment MPC will do to meet our legal duties and providing, as far as is reasonably practicable, the required standard or above for the Health, Safety and Welfare of our employees.

MPC is determined to maintain a high level of health, safety and welfare for our business.

### **For Information**

The Health and Safety Policy can be viewed at the Parish Office or a copy can be obtained from the Clerk.

MPC’s Employer’s Liability Insurance Certificate is displayed at the Parish Office, Public Conveniences, Southons Field Pavilion and Marden Playing Field Changing Rooms.

The “HSE – All you need to know” poster is displayed in the Parish Office and Southons Field storage area.

## SECTION 2: RESPONSIBILITIES

### Responsibilities of all Employees

Regardless of employment status, MPC shall ensure that all persons working on behalf of the Council shall be considered to be an employee and consequently afforded the duty of care due to them under current Health and Safety Legislation. Likewise, it is expected that they act in accordance with the duties of employees and shall therefore not place themselves or others at risk as a result of what they do, or omit to do, and furthermore that they shall co-operate with MPC on health and safety matters.

All employees have a legal duty under The Health and Safety at Work Act 1974. These duties are:

- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work;
- To co-operate with the management to enable us, the employer, to carry out legal duties or any requirements as may be imposed;
- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety and welfare.

In order to fulfil these duties, as an employee of MPC, you will:

- Upon receiving your copy of this health and safety handbook, familiarise yourself with the arrangements in place and the risk assessments (safe systems of work) relating to your work activities;
- Abide by the requirements set out in the policy and risk assessments and raise issues with the Clerk;
- Where training has been provided, ensure that this is implemented in the work activities to show competence;
- When working with company vehicles, machinery/equipment, materials or substances, ensure that they are used in accordance with the manufacturers guidance and follow the information, instruction and training provided by MPC.
  - This includes:
    - Following the Safety System of Work and not misusing equipment/machinery;
    - Not to knowingly use defective equipment and report immediately to the superior if any defects are found;
    - Wearing suitable PPE that has been provided and ensure maintenance is carried out including reporting loss or damage.
    - Report any colleagues who are not complying with the safety arrangements to the Clerk. This includes safety concerns, accidents or near misses;
    - Not to work under the influence of alcohol or drugs.

**All employees of MPC are aware that any activity carried out which places colleagues or others in danger, or those who breach their legal requirements under health and safety legislation is a criminal offence and following further investigation, action may be taken against the individual by the council or an Enforcing Authority.**

## **Responsibilities of First Aiders**

Following suitable and sufficient training, provide first aid to employees and others

Maintain the first aid boxes and inform the Clerk and/or the first aid responsible person when first aid kits are running low;

First Aid boxes are located in the Parish Office and are made available to ground staff.

Follow MPC's Reporting procedure and that all accidents are recorded in the accidents book the complies with GDPR;

Provide assistance to management when reporting serious incidents, notably notifying the relevant enforcing body.

## **Induction**

MPC is committed to ensuring all new employees are given induction training. The induction will be carried out as soon as possible after your start date.

This training, both corporate and in the workplace (local), is regarded as vital for your integration into the working environment.

The implementation of an induction practice will:

- Enable new employees to settle into their new position quickly and safely;
- Provide an overview of the organisation and enable the new employee to see where they fit in to the organisation;
- Ensure that new employees operate in a healthy, safe working environment;
- Enable new employees to understand the corporate culture and the overall framework in which health care services are delivered and that an environment exists where staff feel able to contribute.

## SECTION 3: ARRANGEMENTS

In this section, we describe how you, as an employee of MPC, can assist in relevant Health and Safety issues relating to the various elements of our business. We give details, guidance and commitment to the way we support and manage our employees in these areas of our business.

### Hazards

A hazard is anything that has the potential to cause harm. A hazard could be due to what you use, for example machinery or chemicals, or could be your work environment: poor lighting, working at height, other people working near you etc.

To keep safe at work, we need to know about the hazards and how they could cause harm. At work all the hazards must be controlled so they will not harm you or other people.

- Do not accept the risk of an accident at work;
- Don't take chances;
- Report hazards to the Clerk or HR Sub-Committee Chairman.

Any hazard you identify, must be reported to the Clerk.

### Risk Assessments

Risk assessments of its work activities will be carried out by the Clerk to ensure that those which pose a significant risk to health, safety and the environment have had the hazards eliminated or the risk reduced or controlled through the implementation of appropriate control measures. This will contribute to safe systems of work. The range of hazards associated with the work activities, together with any necessary remedial action will be identified by the risk assessment.

Ensuring Risk Assessments are in place for activities within the Council is the responsibility of the Clerk.

The contents of the risk assessment will be formally communicated to all persons involved in any task. MPC will retain records demonstrating the receipt of this information. A copy of the risk assessments relevant to your role will be made available to you.

### Safe System of Work

A formal, clear procedure resulting from the examination of a task and its component steps, is a definition of a Safe System of Work (SSoW).

MPC will ensure that SSoW are developed for all work activities.

Procedures such as a Permit to Work system will be established and implemented where a task(s) requires specific control processes.

You will be informed of The Safe System of Work for the task you will be undertaking.

If you have any questions relating to Safe Systems of Work's for tasks you will be undertaking, please speak with the Clerk.

## **Communication and Consultation**

MPC recognises that communication is a two-way process.

Regular meetings will be carried out in which all on-site employees will be briefed as to what is required of you in your role within MPC and also, should an emergency arise, what steps should be taken.

At such meetings, in addition to the technical aspect of the work activities themselves, safety will be discussed, and controls developed and handled on an equal level of priority with other elements of the business meeting.

Details of these meetings and discussions will be documented.

The consultation will involve not only giving information to employees but also listening to and taking account of what employees say before any Health and Safety decisions are made.

## **Personal Hygiene**

You must wash your hands before eating or drinking and after visiting the toilet. The Clerk will advise you whether additional hand washing is necessary.

- Do not eat, drink or smoke whilst working.
- Cover all cuts and sores with a waterproof plaster.

## **Training**

It will be ensured by MPC that our workforce is trained and capable of carrying out their allocated tasks. Many accidents at work happen because an employee is not adequately trained. When personnel are well trained and are competent, the likelihood of accidents or injury is reduced.

Identification of the requirement and subsequent arrangement of training and instruction of employees will be done by the Clerk, or if necessary by an outside company.

All training related to your work activities will be recorded (including trade related qualifications) along with health, safety and environmental issues. To keep each employee's qualifications up to date and to maintain competence, refresher training will be organised (where required).

To demonstrate effective management of training to enforcing authorities or other interested parties MPC will log and retain accurate records of training.

## **Accident Reporting**

The MPC will ensure that it complies with the requirements of the current Legislation and report all qualifying incidents and accidents to the appropriate authorities and Regulatory Bodies.

MPC will designate a senior member of staff to oversee and implement the necessary control measures including making the employees aware of the location of the accident book and the procedures they need to follow to submit a report.

The person responsible for overseeing the accident procedure is the Clerk.

All near misses must also be reported to the Clerk as soon as possible so that action can be taken to investigate the causes and to prevent recurrence or an actual accident.

The MPC Accident book is located in the Parish Office.

## Fire Prevention and Evacuation Procedures

At all workplaces under the control of MPC a fire risk assessment will be completed.

Implementation of appropriate measures at all workplaces will be made, including suitable:

- Fire-fighting equipment
- Emergency lighting
- Emergency routes and exits
- Means of fire detection
- Means of raising the alarm in the event of a fire.

Fire can cause fatal injury and substantial damage through heat and smoke. You will be told of these, including how to raise the alarm, if you discover a fire. It is your duty to familiarise yourself with the fire procedures and follow them. Your priority is to be able to escape from the area safely.

## Personal Protective Equipment (PPE)

MPC recognises PPE will be selected following risk assessments identifying its need. The use of PPE is part of MPC's strategy to control risk.

PPE shall be provided free of charge, to all employees requiring it to carry out their allocated tasks. The selection will be based on the PPE's ability to afford the best protection.

You are required to wear suitable clothes and footwear for your workplace. For most work situations suitable shoes can be described as having a flat heel, an enclosed toe, a good grip, be reasonably substantial and in good condition.

If you are given PPE, you will be instructed why and when it is needed and shown how to use it. You must look after these items carefully and use them in accordance with the instruction you have received. The Clerk will issue items and replace them when they are worn, damaged or lost.

Employees shall report any loss or damage of PPE to the Clerk.

## Work Equipment

Work equipment includes a wide variety of items that are in use in the workplace.

MPC will ensure that it chooses work equipment carefully and ensure that the equipment is:

- Suitable for the use in our business processes and work conditions
- Correctly maintained and inspected
- Supplied with instructions and the employees are correctly trained and informed in the safe use of the equipment
- Fitted with the correct guards, markings, safety bars, cut-outs, warning signs etc.
- Used in accordance with the risks assessment associated with the equipment. In cases where there are severe risks supervision will be provided directly
- Assessed for use considering the factors which may affect its safe operation
- Adequately covered for emergency or breakdown procedures. This may include suspending work to allow for repairs and isolation of any broken or dangerous parts.

Employees of MPC will ensure:

- They notify the Clerk of any defective or dangerous parts or occurrences;

- No equipment brought onto site will be used without having first been approved and identified as safe;
- Equipment is used correctly and any person deviating from this process should be reported;
- The correct Safe systems of work, training and information is followed.

Report any of the above to the Clerk.

### **Electrical Safety**

Electrical safety is **YOUR** safety. Therefore:

- Make sure you identify the electrical hazards with any electrical equipment before you use it;
- Use approved electrically safe tools and equipment;
- Check for frayed or damaged contacts;
- Inspect electrical equipment before you use it; report any defects;
- Only competent personnel should repair equipment;
- Keep all wires and leads away from any heat source, water or other conductive liquids;
- Do not have wires lying across the floor – this is a tripping hazard!

### **Gas Leaks**

Gas leaks can lead to explosions and fire. You should always remain alert to the smell of gas, especially if you work with or close to gas appliances.

If you smell gas or suspect a gas leak – Report to the Clerk or ring 0800 111 999.

### **Display Screen Equipment**

MPC will identify all “Users” in accordance with current legislation – those employees who use DSE for a significant part of their working day (usually in excess of 1 hour).

For all “Users”, a suitable assessment of the risk will be carried out. As far as is reasonably practicable, any risks identified will be reduced.

Adequate training and information in the correct set-up and use of DSE will be received by all “Users” on a regular basis.

MPC will make a contribution to the basic price of spectacles provided specifically for the use of DSE and eye tests will be provided upon request.

Any user who works at home or away from the Council’s premises will receive adequate information on the correct set-up and use of DSE. This information should enable the person to complete their own DSE risk assessment, which once done, must be returned to the Clerk/HR Sub-Committee Chairman (as applicable).

### **Work at Height**

MPC will use the following hierarchy for managing and selecting equipment for work at height should be used:

- Avoid working at height where it is possible;
- Use work equipment or other measures to prevent falls where working at height cannot be avoided;
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall, should one occur.

It will be ensured by MPC that everyone involved in working at height is competent (or being trained and supervised by a competent person).

In order for an employee to carry out his or her work in a safe manner when working at height, MPC will provide any information, instruction and training necessary.

Inspection and maintenance of work at height equipment (including places of work) at the statutory intervals determined by the environment and frequency of use, will be done regularly by the caretaker.

Employees are required to:

- Inspect at the required frequency their personal protective equipment provided to maintain safety when working at height (i.e. harnesses and lanyards); and any defects noted during those inspections.
- Prior to or during use, where discovered these will be reported by operatives and will be attended to immediately.

### **Ladders and Step Ladders**

Only where the use of more suitable work equipment is not justified will ladders be used. (Factors such as risk and short duration of use or, because of existing features within the workplace which cannot be altered which make ladders the only possible suitable equipment, are examples of reasons for this).

You are only allowed to use the ladders provided by MPC. Do not accept or use any other company's ladders.

To enable the work to be carried out from no higher than the third tread from the top, we will ensure step ladders will be of sufficient height and only used on a firm and level base.

Prior to each use and on a regular basis, all ladders and step ladders will be inspected, and any defects reported by the Clerk.

### **Manual Handling**

Manual handling is one of the most common tasks we do and includes lifting, pushing and pulling. The initial and most important consideration is:

- Can moving the load be avoided?
- Can the load be moved with mechanical aids or equipment? If neither of these options are possible:
  - Examine the object to be lifted
  - Never try to handle something that is too heavy or awkward – divide the load into smaller parts if necessary or ask someone to help you;
  - Ensure you are wearing the right Personal Protective Equipment for the task (e.g. shoes, gloves, etc.)
  - Plan the task and inspect the route to be taken (are there safe places to stop?);
  - Adopt the right posture throughout the lift
  - Maintain your balance, legs should be shoulder width apart, knees bent and one foot just in front of the other. Letting your legs do the work, carefully push your body up
  - Get a good grip of the object to be lifted with your hands and not your fingers; protect your hands
  - Keep the object close to your body for less strain
  - Do not twist – If you have to change direction, use your feet.

When moving waste sacks, do not hold the sack against your body because of the risk of injury from sharps.

The joints or other tissues in the upper/lower limbs or the back is covered by Musculoskeletal Disorders (MSD). The steps necessary to prevent and manage MSDs and assessing the risks of manual handling and repetitive tasks, will be taken by MPC.

Training on the correct manual handling techniques will be provided by MPC. The person responsible for overseeing the manual handling arrangements is the Clerk.

### **Slips and Trips**

Slips and trips can happen because of the activity of MPC employees and non-employees.

We incorporate the risk of slips and trips into our risk assessments and will be communicated effectively to you should it affect your health and Safety and other.

You should be aware of common causes of slips and trips and methods to prevent them, please use these in the course of your work.

### **Welfare Facilities**

Availability of suitable and sufficient welfare facilities at all workplaces for all employees, contractors and visitors will be facilitated. This includes:

At the Parish Office:

- Drinking water
- Toilet facilities
- Washing facilities
- Facilities for rest and to prepare and eat meals, including means for boiling water.

At the Public Conveniences:

- Drinking water
- Toilet facilities, (including special facilities for the disabled)

At all facilities, a satisfactory standard will be upheld, with regard to:

- Temperature
- Ventilation
- Cleanliness/hygiene
- Accessibility
- Lighting

If you have any queries or issues with any facility above, please report to the Clerk.

### **Smoking**

With no exceptions, smoking (including vaping) is prohibited throughout the entire workplace. Company vehicles are also inclusive of this.

To smoke or permit smoking in a smoke-free area is an offence. Should anyone be seen smoking in a smoke-free area this should be reported to the Clerk.

## Stress

Working in current times, stress in the workplace is a reality.

MPC will review the impact of stress at work and acknowledges they have a responsibility to control the health, safety and welfare of its employees. The HSE's management standards for stress shall be applied in order to manage stress in the workplace. (*see Workplace Stress Policy*)

MPC employee's work performance and workload will regularly be reviewed under this policy. Every chance to air views and grievances at these reviews will be offered.

## New or Expectant Mothers

In the event an employee is pregnant, she is required to notify MPC (in writing) that she is pregnant, has given birth within the previous six months, or is breastfeeding.

A certificate from a registered medical practitioner or a registered midwife showing that she is pregnant is required to be provided to MPC by the employee.

In the event that an employee notifies MPC that she is pregnant, and on return to work following birth, we undertake the specific risk assessment of her work taking into account HSE guidance and any particular information which the employee has provided.

Reviews of the assessment at regular intervals by the Clerk or as/when the employee requests it, will be carried out.

## Violence and Aggression in the Workplace

MPC has strict rules and codes of conduct to ensure that all persons, work colleagues, visitors and members of the public are treated with equal respect and consideration.

We actively encourage reporting of all forms of harassment, aggression or violence in the workplace and make sure that the Clerk is adequately trained to recognise any signs of such issues. They will oversee and implement the necessary control measures.

Where necessary MPC will provide counselling or occupational health services support.

If you become aware of any issues regarding workplace aggression and violence, please report to the Clerk.

## Lone Working

(*see also Employee Handbook*)

The definition of 'A Lone Worker' is an employee who performs an activity that is intended to be carried out in isolation from other workers and/or without close or direct supervision. There are also however, such circumstances to consider as 'any situation or location in which someone works without a colleague nearby; or when someone is working out of sight or earshot of another colleague' that may be applicable.

Employees working alone is not generally prohibited. In cases where specific legislation requires more than one person to be involved in the operations, activity and circumstances where either the location or the nature of the work is unsuitable to a lone worker. In some specific instances we will ensure that lone working does not take place.

If it is the case lone working is likely to occur as part of an employee's working conditions, this must be established and confirmed.

If you are a lone worker, the Clerk will inform you of any specific lone worker procedures you need to follow.

If you have any concerns regarding your safety, you must inform the Clerk.

### **Drugs and Alcohol Misuse**

The health and safety of staff, employees and others affected by MPC's work or in MPC's premises, could be adversely impacted by alcohol or drug misuse by their employees or contractors.

Therefore, alcohol and/or drugs are prohibited in the workplace and whilst representing MPC as a matter of policy.

In the event that any persons are known to be, or strongly suspected of being affected by alcohol and/or drugs, please report to the Clerk.

### **Driving when Working**

The statistics released annually by the HSE and information in the media is recognised by MPC who acknowledges the risks from driving when at work. Controlling the health, safety and welfare of our employees whilst driving either company or self-owned vehicles used for work, is a responsibility of MPC.

As you are required to drive for work, you must:

- Be in control of the vehicle at all times, this is company policy.
- Not operate any electronic devices. Means of communication including mobile phones are to be used only if the vehicle has stopped in a safe place with the handbrake applied.
- Be fit to drive.
- Not be under the influence of drugs, alcohol or any substance likely to cause a danger to you or others. The Clerk/HR Sub-Committee Chairman should be immediately informed, should any member of staff feel unfit to drive for any reason or an employee has concerns of a member of staff driving whilst under the influence of drugs/alcohol.
- Hold a current valid UK driving licence for the vehicle type you plan to drive and are authorised to do so.
- Carry out regular checks on the roadworthiness of the vehicle you plan to drive (e.g. tyre pressure and condition, including spare; correct functioning of lights; oil, coolant, brake fluid and windscreen washer fluid levels; damage to windscreen, etc.).
- Not drive without the correct glasses or contact lenses (where required), when fatigued, when under the influence of alcohol or drugs or if suffering from any illness or taking any medication that may affect your ability to drive safely.

You are required to notify MPC of driving convictions and offences to the Clerk/HR Sub-Committee Chairman.

### **CoSHH**

Any material, substance or process to be used or likely to be encountered which could be a hazard to your health.

Where a specific workplace/job Control of Substances Hazardous to Health (COSHH) assessment affects your health and safety we will provide suitable and sufficient information prior to the commencement of any work activity.

Use only approved chemicals that you have been trained to use:

- If you don't know it, don't use it!
- Wear the correct Personal Protective Equipment for the job and follow safety signage
- Only use chemicals from containers or bottles with correct labels
- All chemicals should be identified for hazards and assessed for risk
- Follow safe working procedures and advice from Material Safety Data Sheets and Safety Labels when transporting, storing, using and disposing of chemicals
- All approved chemicals for use are to be recorded in a register
- Keep flammable chemicals away from any heat source
- Use trays where possible to contain any leaks and spills
- Clean up or report any chemical spills immediately
- Only use original containers/bottles/cans for storage and keep them closed when not in use.

It is important to immediately wash off any substances that contaminate the skin. Some substances may cause damage to the skin or may be absorbed through the skin, these may be harmful. Note that hazardous substances may transfer from clothing and personal protective equipment to the skin.

During the course of your duties you MAY come across the following hazard labels. Therefore, it is important that you are able to recognise them and understand their meaning.

| Old Symbol  | New Symbol  | Description  |
|---|---|--|
|   |   | <u>HEALTH HAZARD</u><br>May cause respiratory irritation<br>May cause drowsiness or dizziness<br>May cause an allergic skin reaction<br>Causes serious eye irritation<br>Causes skin irritation<br>Harmful if swallowed<br>Harmful in contact with skin<br>Harmful if inhaled<br>Harms public health and the environment by destroying ozone in the upper atmosphere |
|  |  | <u>HAZARDOUS TO THE ENVIRONMENT</u><br>Very toxic to aquatic life with long lasting effects<br>Toxic to aquatic life with long lasting effects<br>Care must be taken to contain any spillages and they must be disposed of by special means  |
|  |  | <u>ACUTE TOXICITY</u><br>Fatal if swallowed<br>Fatal in contact with skin<br>Fatal if inhaled<br>Toxic if swallowed<br>Toxic in contact with skin<br>Toxic if inhaled  |
|  |  | <u>CORROSIVE</u><br>These are substances, which, on contact with the skin or eyes may cause severe chemical burns.<br>If swallowed they may cause severe damage to internal organs and living tissue.  |

| Old Symbol  | New Symbol  | Description   |
|---|---|---|
|    |    | <b>FLAMMABLE</b><br>Extremely flammable gas<br>Flammable gas<br>Extremely flammable aerosol<br>Flammable aerosol<br>Highly flammable liquid and vapour<br>Flammable liquid and vapour<br>Flammable solids   |
|    |    | <b>OXIDISING</b><br><i>Oxidising gas</i> – any gas which may, generally by providing oxygen, cause or contribute to the combustion of other material more than air does;<br><i>Oxidising liquid</i> – a liquid which, while in itself not necessarily combustible may, generally by yielding oxygen, cause, or contribute to, the combustion of other material;<br><i>Oxidising Solid</i> – a solid which, while in itself not necessarily combustible, may, generally by yielding oxygen, cause, or contribute to, the combustion of other material; |
|  |  | <b>EXPLOSIVE</b><br>Unstable explosive<br>Explosive; mass explosion hazard<br>Explosive; severe projection hazard<br>Explosive; fire, blast or projection hazard<br>May mass explode in fire  |

| New Pictograms to be aware of   |   |
|---|---|
| Symbol  | Description   |
|  | <b>SERIOUS HEALTH HAZARD</b><br>May be fatal if swallowed and enters airways<br>Causes damage to organs<br>May cause damage to organs<br>May damage fertility or the unborn child<br>Suspected of damaging fertility or the unborn child<br>May cause cancer<br>Suspected of causing cancer<br>May cause genetic defects<br>Suspected of causing genetic defects<br>May cause allergy or asthma symptoms or breathing difficulties if inhaled |
|  | <b>GAS UNDER PRESSURE</b><br>Contains gas under pressure; may explode if heated<br>Contains refrigerated gas; may cause cryogenic burns or injury   |

**Remember:**

- Always read the label before using/handling any substance or chemical
- Always wear the protective clothing issues to you
- Dispose of substances and their containers only as instructed.

**Safety Signs**

You have a duty to learn the different work signs, the meanings, and to obey them. There are four categories of safety signs: Warning, Prohibition, Mandatory and Emergency (escape or first aid signs).

|   |  |
|---|--|
|    | <i>Warning Signs</i> provide a warning of a specific hazard. They have a black triangle on a yellow background with a black picture of the hazard.   |
|    | <i>Prohibition Signs</i> state that a certain behaviour is not allowed. They have a red circle on a white background and a red bar running from top left to bottom right, with a black picture of what is not allowed. |
|   | <i>Mandatory Signs</i> show that a specific course of action must be taken. They are circular, have a blue background with a white picture of what action you must take.   |
|  | <i>Emergency escape or first aid signs</i> provide information about safe conditions. They are normally square or rectangular with a white picture or wording on a green background.                                   |

**Control of Waste Materials**

All waste materials, accrued as a result of work being performed on the site, within the premises, or its boundaries will be disposed of in line with legal duties.

As an employee of MPC you are required to:

- ensure that any waste produced by MPC or being created on our behalf by contractors, is placed in suitable applicable waste bins, or sealed skips, in a compound whenever possible
- Prevent access by vermin, or vandals, who may otherwise spread it beyond this control and cause an environmental hazard.
- Understand the waste and recycling system at your workplace? If you are in any doubt – ask!
- follow the procedures in place on site. If any of the waste that you handle is classed as “hazardous” it will need separate handling and disposal.

**Fly-tipping is illegal. DO NOT DO IT!**

The person responsible for overseeing and implementing the necessary control measures. Processes, methods and communication to all involved is the Clerk who can be contacted on 01622 832305 / [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk).



### Employees Confirmation of Receipt of the Staff Health and Safety Handbook

MPC has produced a written Health and Safety Policy together with other Policies and Procedures for the management of our health and safety arrangements in order to discharge our duties in compliance with the requirements of the Health and Safety at Work etc. Act 1974.

MPC has issued this Staff Health and Safety Handbook and outlines how we manage our health and safety duties as well as giving you information on what you are required to do.

All relevant Health and Safety Documents are available upon request to the Clerk who will make the necessary arrangements for you to inspect them or provide you with copies.

It is important that you read and understand the information contained within the handbook. Once you have done this please print and sign your name below.

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| <p>I confirm that I have read the Staff Health and Safety Handbook and will comply with the information and rules it contains.</p> <p>I understand my duties as an employee to take reasonable care for my own Health and Safety and that of others who may be affected by my actions or omissions at work and that I am required to assist the company in its duties to comply with health and safety legislation.</p> <p>I confirm that I have been issued with a copy of the Staff Health and Safety Handbook and that I have read and understood the contents. I am aware that if I do not understand any of the contents, I should contact the Clerk, for an explanation.</p> <p>Name.....</p> <p>Signed.....</p> <p>Date.....</p> |
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