

NETTLEHAM PARISH COUNCIL

Health and Safety Policy and Procedures

Supported by



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Introduction

Nettleham Parish Council is in the village of Nettleham and is responsible for the four main buildings, the Old School (Small and Large Halls), Mulsanne Pavillion and Sports Ground and the Parish Office, and various green open spaces including part of Nettleham Cemetery, which are Council owned apart from the Parish Office, which is leased from Lincolnshire Police. We, The Council operate from the Parish Office. The Parish Council has ultimate responsibility for health and safety.

The Parish Council has determined that we should operate without putting the health, safety or welfare of any employee (which for the purposes of this policy includes Councillors and Volunteers) or any other person at risk.

To meet this objective, we have prepared a health and safety policy and made arrangements as set out in this document aimed at ensuring the continued health safety and welfare of those people whilst at work.

Accepting that we cannot transfer our responsibility for managing health, safety and welfare in the workplace to others, we have retained Peninsula to help us meet this objective.

They provide:

- Information and guidance on the effective management of health and safety:
- Conduct routine audits
- Act as a source of advice and information.

Contents

This document contains Nettleham Parish Council's –

Safety Policy

Our declaration of intent to provide and maintain, so far as is reasonably practicable, a safe and healthy working environment and to enlist the support of our employees in achieving these goals.

Organisation and Responsibilities

The allocation of specific health and safety responsibilities to key personnel.

Also available are:

Safety Arrangements

The systems and procedures for controlling hazards at work that form the basis of our health and safety management system.

We also keep detailed safety records demonstrating that we actively manage health and safety within the Council.

The records which may be paper based or kept in our online systems include -

- An Annual Review of our Health and Safety System and Procedures.
- Periodic Checklists created specifically for individual roles and responsibilities.
- A comprehensive source of records relating to statutory examination periodic inspection and testing of the work equipment and installations used by our organisation.
- Records for Fire Safety Management.
- A system for keeping health and safety training records.
- A section for accident and incident reporting, and investigation.

NETTLEHAM PARISH COUNCIL

Health and Safety General Policy Statement

Nettleham Parish Council recognises that it has responsibilities for the health and safety of our workforce including Councillors and Volunteers whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our managers and supervisors are made aware of their responsibilities and required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of the Council. .

The Council intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by;

- providing leadership and adequate control of identified health and safety risks;
- consulting with our employees on matters affecting their health and safety;
- providing and maintaining safe plant and equipment;
- ensuring the safe handling and use of substances;
- providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- ensuring that all workers are competent to do their work, and giving them appropriate training;
- preventing accidents and cases of work-related ill health;
- actively managing and supervising health and safety at work;
- having access to competent advice;
- aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- the provision of the resource required to make this policy and our health and safety arrangements effective.

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each employee, which sets out their duties and includes our specific health and safety rules.

Signature Date .

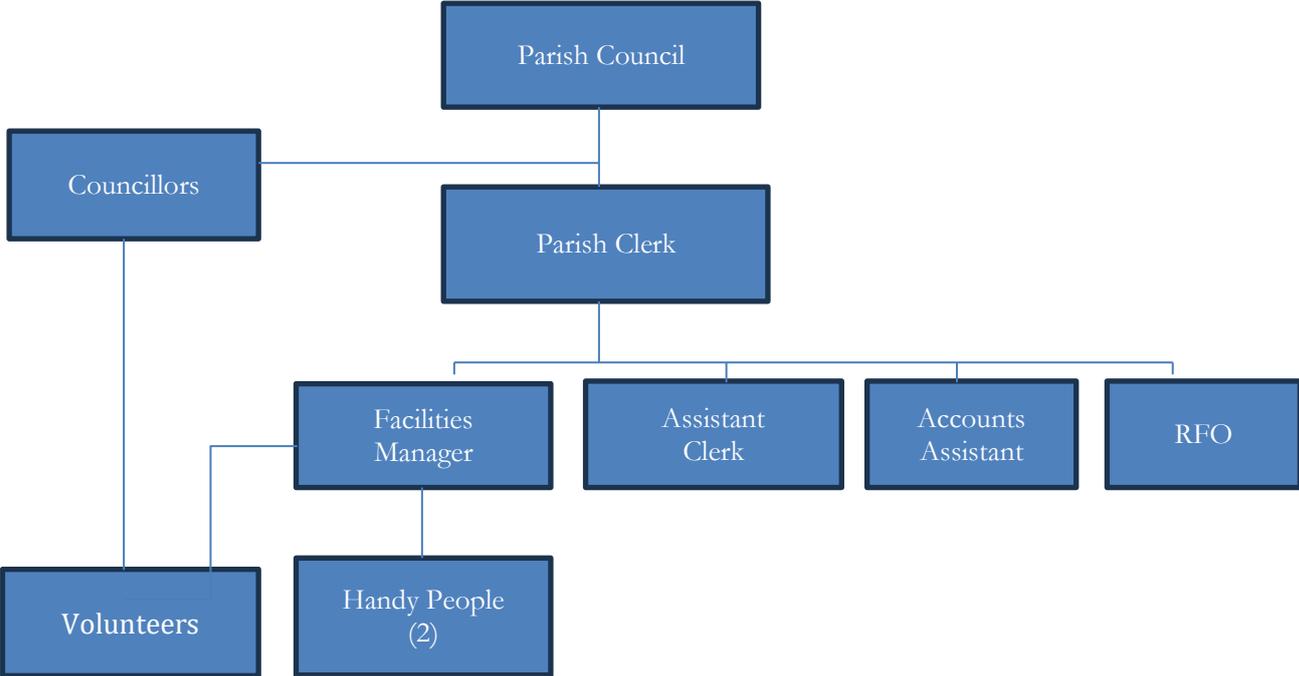
Position

Organisation

Health and Safety Management Structure

Although the Parish Council has overall responsibility for the implementation of this policy day-to-day responsibility for specific issues has been delegated to key personnel.

The management structure within the Council is shown here and the allocation of day-to-day responsibility for specific health and safety issues is shown in the Responsibility Chart which appears later in this document.



Health and Safety Management Responsibilities

The Parish Council has recognised that they retain overall responsibility for health and safety matters. They also recognise that the Council needs to take action in respect of the key points listed here. In managing these matters emphasis is placed on managers and supervisors for recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

General

- Provide and resource an effective health and safety management system.
- Make arrangements to consult with employees on health and safety matters.
- Arrange and maintain appropriate Employers' Liability Insurance cover.
- Ensure that health and safety implications are considered when acquiring new equipment and machinery.
- Ensure that contractors (when used) are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees receive appropriate health and safety training.
- Provide measures to protect the health and safety of employees working alone.
- Monitor the health and safety performance of the organisation.

Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used.
- Implement measures to reduce stress within the workplace.

Accidents, Incidents and First Aid

- Record accidents and incidents.
- Complete accident and incident investigations, identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.
- Ensure that adequate first aid arrangements are in place.

Fire and Emergency Arrangements

Ensure that;

- Adequate arrangements are in place to deal with fire safety at our premises or at our member's premises.
- Employees are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed.

Risk Assessment

Ensure that;

- Risk assessments are complete and Safe Systems of Work are produced for all activities that pose a significant risk of harm.
- Risk assessments are documented.
- The outcomes of risk assessments are carefully explained to the workforce.

Premises

- Provide a suitable and safe working environment for employees with adequate welfare facilities.
- Ensure that the fixed electrical installation is adequately installed and maintained.
- Maintain measures to control and manage the risks from asbestos.
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.

Equipment

Ensure that;

- All equipment provided by the organisation is suitable and properly used.
- All work equipment is adequately maintained and safe.
- Portable electrical appliances are adequately maintained, inspected and tested.
- Appropriate hand tools are provided and maintained.
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

Substances

Ensure that;

- All substances are used safely.
- All substances are appropriately stored.

Persons with management or supervisory responsibilities.

In addition to their general responsibilities for health and safety the Responsibility Table, shown later, delegates specific health and safety responsibilities to identified persons with management or supervisory responsibilities. They should refer to the associated Safety Arrangements, for further detail about those responsibilities.

Employee and workers' responsibilities.

Our policy takes account of the specific statutory duties placed on people to take care for their own health and safety whilst at work and for that of others. Specifically we expect employees to;

- Ensure that Council-policies and procedures are read, understood and followed at all times.
- Ensure that isolation and lockdown procedures are followed at all times.
- Follow booking on and off site procedures at all sites (including the Parish Office).
- Take reasonable care for their health and safety and the safety of others whilst at work.

- Not intentionally or recklessly interfere with or misuse anything required by law or provided by the Council in the interests of health and safety.
- Visually inspect tools, PPE and equipment prior to use.
- Ensure that PPE, tools and equipment are maintained, used and stored in accordance with manufacturer documentation.
- Follow all safety instructions and guidance when using equipment
- Report any Good Catches, incidents, accidents and non-conformances to the [H&S-Facilities Manager](#).
- Contribute to the promotion of health and safety in the workplace
- Follow all written safe systems of work (ssow) including method statements, risk assessments, COSHH data, permits to work etc. and their requirements.
- Follow the safety instructions of the Facilities Manager and Clerk..
- Ensure that they do not use tools and equipment unless they have been formally trained and are competent to do so.
- Comply with legislation, Approved Codes of Practice and guidance notes.
- Ensure our vehicles are driven in a safe and suitable manner, and that the vehicle is left secure when not in use.
- Consult on health and safety matters and investigations to ensure a safe working environment is established.
- Seek advice from management on any issues relating to health and safety at work.
- Obey all site safety signs, general site rules and arrangements.

Monitoring

The operation of this policy and arrangements is actively monitored through the periodic review of our completed safety record forms and also by using periodic workplace checklists. The Facilities Manager has overall responsibility for this, but some of the routine tasks may be delegated.

We also use an Annual Health and Safety Review to determine whether our existing health and safety procedures and arrangements are adequate.

People who have delegated responsibilities under this policy will also complete Periodic Checklists of compliance with the policy and procedures arranging for remedial actions to be taken where necessary. The outcomes of these periodic reviews will also be taken into account during the annual review.

Monitoring and review help us to check the effectiveness of our Safety Management System.

Responsibility Table

This Responsibility Table shows the allocation of responsibility for particular health and safety issues to named people or management positions.

Key

- C - Parish Council
- CL - Councillors
- LC - Lead Councillors
- PC - Parish Clerk
- FM - Facilities Manager
- AC - Assistant Clerk
- RFO - Responsible Finance Officer
- V - Volunteers

Safety arrangements	C	CL	LC	PC	FM	AC	RFO	V
Managing safety and health at work	√	√	√	√	√	√	√	√
Accident, incident, ill-health reporting and investigation					√			
Workplace health and safety consultation				√	√			
Risk Assessment and Hazard Reporting					√			
Occupational Health & Health Surveillance		√		√				
Substance and Alcohol Abuse				√	√			
Purchasing				√	√		√	
New and Expectant Mothers				√	√			
Employing children and Young Persons				√	√			
Lone Working				√	√			
Health and Safety Training					√			
Health and Safety Of Visitors				√	√	√		
Personal Protective Equipment					√			
Home Working				√			√	
Safe Systems of Work					√			
Action On Enforcing Authority Reports	√			√	√			

	C	CL	LC	PC	FM	AC	RFO	V
Safety arrangements								
Equality and Disability Discrimination Compliance	√			√	√			
Health And Safety Information for Workers					√			
Fire Safety - Arrangements and Procedures					√			
First Aid					√			
Welfare, Staff Amenities, Rest Rooms and the working environment				√	√			
Housekeeping					√			
Pest Control					√			
Building Services					√			
Control Of Hazardous and Non-Hazardous Waste					√			
Access, Egress, Stairs and Floors					√			
Windows, Glass and Glazing in the Workplace					√			
Workplace Signs					√			
Working in the Open Air, Working in the Sun					√			
Water Temperature Control					√			
Premises					√			
Electrical Safety					√			
The Provision, Use and Maintenance of Work Equipment					√			
Hand Ttools					√			
Office Equipment				√				
Storage of Chemical Substances and Agents					√			
Control of Flammable Liquids					√			
Slips, Trips and Falls	√	√	√	√	√	√	√	√
The Provision and Use of Machinery					√			
The Safe Use of Machinery					√			
Work at Height					√			
Access Equipment					√			

	C	CL	LC	PC	FM	AC	RFO	V
Safety arrangements								
Workplace Transport Management and Pedestrian Control					√			
Battery Charging					√			
Occupational Road Safety					√			
Sharps and Needlestick Injuries					√			
Water Hazards					√			
Hand Arm Vibration					√			
Leptospirosis					√			
Manual Handling					√			
Display Screen Equipment					√			
Legionella Control					√			
Use Of Chemical Agents and Substances					√			
Asbestos At Work - Survey ACMS Present, No Off-Site Risk					√			
Control Of Noise At Work					√			
Stress In The Workplace				√				
Aggression and Violence				√	√			
Occupational Asthma					√			
Dermatitis					√			
Playgrounds					√			
Contractor Control and Management				√	√			

Note:

People with delegated responsibilities for health and safety issues need to ensure that any risk assessments and safety records are completed and that the required control measures are in place and used.

Where more than one person has been assigned responsibility to a particular subject, each must fulfil their responsibilities in the areas under their control and complete the relevant records.

Working together they need to check that between them they have covered all aspects of safety management for the subject.

Relevant Legislation

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. Our Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of our Health and Safety Management System are adopted compliance with the legal requirements will be achieved.

This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work that were in force when this policy was prepared. The Online Reference Library contains a similar list which will always be up to date. The document is titled 'Health and Safety Legislation (UK)'.

Not every piece of the legislation will apply to our operation on a day to day basis, but we need to be aware of them should circumstances change.

Further detail and access to the specific wording of each of these legal requirements is available from the [Peninsula](#) 24 Hour Advice Service on 0844 892 2785.

Note. Although the transition period for the UK exit from the EU has expired the European Regulations listed here have been continued in force until replaced by domestic legislation by the European Union (Withdrawal) Act 2018 and associated legislation.

- Building Regulations 2010 (as amended)
- European Regulation (EC) No 2016/425/2016 on Personal Protective Equipment
- European Regulation (EC) No 2008/1272 on classification, labelling and packaging of substances and mixtures
- European Regulation (EC) No 2003/2003 concerning the export and import of dangerous chemicals, as amended
- Chemicals (Health and Safety) and Genetically Modified Organisms (Contained Use) (Amendment etc.) (EU Exit) Regulations 2019
- Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015
- Control of Artificial Optical Radiation at Work Regulations 2010
- Control of Asbestos Regulations 2012
- Control of Electromagnetic Fields at Work Regulations 2016
- Control of Lead at Work Regulations 2002
- Control of Major Accident Hazard Regulations 2015
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Homicide Act 2007
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989

- Employers Liability (Compulsory Insurance) Regulations 1998 (as amended)
- Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)
- Gas Appliances (Safety) Regulations 1995 (as amended)
- Gas Safety (Installation and Use) Regulations 1998 (as amended)
- Gas Safety (Management) Regulations 1996
- Hazardous Waste Regulations 2005 (as amended)
- Health and Safety (Amendment) (EU Exit) Regulations 2018
- Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Health and Safety (Sharp Instruments in Healthcare) Regulations 2013.
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015
- Ionising Radiations Regulations 2017
- Lifting Operations and Lifting Equipment Regulations 1998
- Lifts Regulations 2016
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Personal Protective Equipment Regulations 2002
- Personal Protective Equipment at Work (Amendment) Regulations 2022
- Regulation (EU) 2016/425 on Personal Protection Equipment
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH)
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)

Safety Arrangements Table

Ref. number	Title
SA1-1	Managing Safety and Health at Work
SA1-3	Accident, Incident, Ill-Health Reporting and Investigation
SA1-5	Workplace Health and Safety Consultation
SA1-6	Risk Assessment and Hazard Reporting
SA1-7	Occupational Health and Health Surveillance
SA1-8	Substance and Alcohol Abuse
SA1-9	Purchasing
SA1-11	New and Expectant Mothers
SA1-12	Employing Children and Young Persons
SA1-13	Lone Working
SA1-14	Health and Safety Training
SA1-15	Health and Safety of Visitors
SA1-17	Personal Protective Equipment
SA1-18	Home Working
SA1-20	Safe Systems of Work
SA1-21	Action on Enforcing Authority Reports
SA1-22	Equality and Disability Discrimination Compliance
SA1-23	Health and Safety Information for Workers
SA2-1	Fire Safety - Arrangements and Procedures
SA3-1	First Aid
SA3-2	Welfare, Staff Amenities, Rest Rooms and The Working Environment
SA3-3	Housekeeping and Cleaning
SA3-4	Pest Control
SA3-5	Building Services
SA3-6	Control of Hazardous and Non-Hazardous Waste
SA3-9	Access, Egress, Stairs and Floors
SA3-10	Windows, Glass and Glazing in The Workplace
SA3-11	Workplace Signs

Ref. number Title

- SA3-13 Working in The Open Air, Working in The Sun
- SA3-14 Water Temperature Control
- SA3-15 Premises
- SA4-1 Electrical Safety
- SA4-2 The Provision, Use and Maintenance of Work Equipment
- SA4-3 Hand Tools
- SA4-4 Office Equipment
- SA4-5 Storage of Chemical Substances and Agents
- SA4-6 Control of Flammable Liquids
- SA4-8 Slips, Trips and Falls
- SA4-10 The Provision and Use of Machinery
- SA4-11 The Safe Use of Machinery
- SA4-20 Work at Height
- SA4-21 Access Equipment
- SA4-28 Workplace Transport Management and Pedestrian Control
- SA4-30 Battery Charging
- SA4-31 Occupational Road Safety
- SA4-32 Sharps and Needlestick Injuries
- SA4-33 Water Hazards
- SA5-1 Hand Arm Vibration
- SA5-8 Leptospirosis
- SA5-9 Manual Handling
- SA5-11 Display Screen Equipment
- SA5-12 Legionella Control
- SA5-14 Use of Chemical Agents and Substances
- SA5-16E Asbestos at Work - Survey ACM's Present, No Off-Site Risk
- SA5-17 Control of Noise at Work
- SA5-18 Stress in The Workplace
- SA5-19 Aggression and Violence
- SA5-23 Occupational Asthma

Ref. number Title

SA5-26 Dermatitis

SA6-10 Playgrounds

SA7-2 Contractor Control and Management

SA7-4A Construction Design and Management Client