



NETTLEHAM PARISH COUNCIL

HEALTH & SAFETY POLICY AND PROCEDURES

August 2022

Reviewed and updated by PIB risk management – 19/08/22

Approved and adopted at the meeting of the Parish Council 22/11/22

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REVISIONS

Revision Details	By Whom	Date
Original document compiled	PIB RM –	June 2017
Reviewed and updated: - to reflect current staff structure Additional wording in relation to: - Working at height - DSE and eye examinations - noise, infection control, - use of mobile phone (when driving) - Smoking - Lone working - Threats or violence to staff - Stress at work - Agency staff & volunteers	Parish Clerk	January 2019
Annual review – change of name from Lincsafe to PIB RM	PIB Risk Management	Aug 2020
Annual review – no changes	PIB Risk Management	Aug 2021
Annual review – NPC. Removal of term Facilities Assistant and merged with Facilities Manager role	Parish Clerk	14 September 2021
Annual review - asbestos management section added page 22.	PIB Risk Management	19 August 2022



STATEMENT OF INTENT

Nettleham Parish Council recognises and accepts its responsibilities to all staff and others who could be affected by its actions, and to this end states its intent on all matters relating to health & safety.

Overall responsibility for Health, Safety and Welfare within the Parish Council lies with the Parish Clerk with Day-to-day responsibility for ensuring this policy is put into practice is delegated to Parish Council staff and Council members.

In order to fulfil our legal and moral duties in relation to Health and Safety we shall:

- Prevent accidents and cases of work-related ill health, so far as is reasonably practicable and provide adequate control of health and safety risks arising from work activities;
- Provide adequate information, instruction and training to ensure employees are competent to do their work safely and without risk to themselves or others;
- Engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health where required;
- Implement emergency procedures – evacuation in case of fire or other significant incident;
- Maintain safe and health working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances;
- Provide adequate time and resources in order for the council and those with delegated duties to fulfil their obligations / roles in relation to health and safety.

This policy and all associated management procedures will be reviewed and updates as and when necessary to comply with current legislation and best practice. This shall occur annually as a minimum.

Copies of the Safety Policy Document shall be prominently displayed at all offices and locations under the control of the Council and the requirements drawn to the attention at all relevant personnel.

Signed:

Date:

Chairman Nettleham Parish Council

IMPLEMENTATION

A copy of the Policy Document will be given to all employees on joining the Parish Council, staff & Council members, and after any reviews and revisions have been made.

A copy of the Policy Document will be displayed on walls or notice boards within each premise.

The Safety Policy and responsibilities shall be explained to all employees upon commencement of employment and following any material changes to its content.

The Parish Council will arrange for its employees to undertake all necessary training to enable them to undertake their duties and responsibilities in a safe manner.

Monitoring of this policy will be undertaken by the Parish Clerk.

REVIEWING PROCEDURES

The Council Health & Safety Policy will be formally reviewed every 12 months by the Parish Clerk. It may also be reviewed and revised within that 12-month period if legislation or work processes alter sufficiently to warrant it.

Alterations that become necessary between review dates will be communicated to all employees by memorandum, safety alerts and emails as appropriate. Any alteration will be incorporated fully at the next routine review.

The issue of the Health & Safety Policy and any amendments shall be made solely by the Parish Clerk.

ORGANISATIONAL STRUCTURE

PARISH CLERK

The Parish Clerk takes responsibility for safety throughout the Parish Council in order to protect the safety and health of the employees and of others who may be affected by the Council's operations.

The Parish Clerk shall: -

- (a) Initiate and review at regular intervals, the Council's Safety Policy and ensure that it is promoted to all employees and to others acting on behalf of the Council;
- (b) Ensure that funds and facilities are provided to meet the requirements of the Policy;
- (c) Appoint Safety Advisers to carry out any necessary site inspections and to provide expert advice;
- (d) Know the broad requirements of the Health and Safety at Work Act and other relevant legislation and prepare instructions for the organisation and methods for carrying them out;
- (e) Monitor compliance with the Policy;
- (f) Arrange suitable training so that employees are able to carry out their safety and health duties effectively;

- (g) Ensure that adequate supervision is provided on all premises to facilitate the required coordination and management of health and safety;
- (h) Ensure establishment of systems to monitor safe systems of work including working times;
- (i) Institute reporting, investigations and costing of injury, damage and loss, promote analysis of investigations to discover trends and eliminate hazards;
- (j) Arrange for regular meetings with the Safety Adviser to discuss Company accident prevention performance and possible improvements, etc.;
- (k) Ensure that suitable arrangements are made for the statutory, regular servicing and repair of Council premises, machinery, and equipment;
- (l) Ensure all Council premises comply with current Health and Safety legislation;
- (m) Ensure that the policy is properly discussed with, and understood by all employees;
- (n) Set a personal example when visiting premises by wearing appropriate protective clothing / abiding by site rules etc.

FACILITIES MANAGER

The Facilities Manager shall:

- (a) Know the broad requirements of the Health and Safety at Work Act and other relevant legislation and prepare instructions for work organisation and methods for carrying them out;
- (b) Ensure that adequate supervision is provided on all premises to facilitate the required coordination and management of health and safety;
- (c) Ensure establishment of systems to monitor safe systems of work including working times, risk assessments and method statements.
- (d) Ensure competency of contractors appointed to undertake work on behalf of the Parish Council.

EMPLOYEES & VOLUNTEERS

Nettleham Parish Council requires that staff employed by or working under the control of the Parish Council shall be afforded a safe place to work. Personnel shall be directed and instructed as to the general Council rules and procedures in force. Personnel are also required to familiarise themselves with such requirements and co-operate with the Facilities Manager in implementing and achieving safe working conditions.

They must:

- (a) Read and understand the Council H&S Policy and procedures and carry out their own work in accordance with its requirements.
- (b) Follow instructions, laid down working methods or other work procedures designed to ensure safe and healthy working, paying particular attention to fire precautions and emergency procedures.
- (c) Keep premises clean, tidy and free from obstructions and fire risks.
- (d) Seek advice on safety and health problems.
- (e) Report immediately to the Parish Clerk/Facilities Manager any incidents, injury, unsafe acts, damaged or faulty equipment.
- (f) Work in a safe manner at all times. Do not take unnecessary risks likely to endanger yourself or others.
- (g) Do not use tools or equipment for work for which it was not intended or if you are not trained or experienced to use it.

- (h) Warn other employees, particularly new employees and young people, of particular known hazards.
- (i) Do not play dangerous or practical jokes or engage in “horseplay” whilst at work.
- (j) Report to the Facilities Manager any thoughts on safer working methods.

FACILITIES MANAGER & VILLAGE HANDY PERSON

In addition to the general duties that apply to all employees (as above), the Facilities Manager & Village Handy Person shall also: -

- (a) Carry out general maintenance of the Parish Council premises (i.e. strimming, weeding, and pruning) as well as minor repairs within the premises (i.e. decoration, carpet laying, rubbish control).
- (b) Use the correct tools and equipment for the job and keep tools/equipment in good condition.
- (c) Wear appropriate personal protective equipment as laid down in the risk assessment.
- (d) Maintain and store Personal Protective Equipment (PPE) / uniform in a correct manner and report immediately if defective.
- (e) Report immediately to the Facilities Manager any defects or damage to machinery, equipment or PPE.
- (h) Work in a safe manner at all times. Not take unnecessary risks likely to endanger yourself or others.
- (i) Not use tools or equipment for work for which it was not intended or if you are not trained or experienced to use it.

All to be carried out without being a hazard to staff, visitors and the public. This will be achieved by following procedures and methods on the appropriate risk assessments.

SAFETY CONSULTANTS

The appointed Safety Adviser(s) shall report to and be accountable to the Parish Clerk. They shall also be available to assist other members of the Parish Council Team on matters influencing Safety Management including:

- Assisting with Risk Assessment process.
- Assisting in developing Safety Procedures.
- Assisting in developing safe systems of work.

The Safety Adviser shall also carry out on-site monitoring and / or investigations when requested:

- Safety Management Inspections.
- Detailed Safety Management Audits.
- Incident Investigations.

The Safety Adviser shall assist the company by:

- Encouraging a high profile of Health and Safety within the Council;
- Advising on such records as may be required by statute or Council Procedure (e.g. during site inspections);
- Reviewing and where necessary Developing Systems, Procedures, Controls and Monitoring standards to further promote the Safety Management Programme;
- Keeping abreast of relevant legislation and disseminating to all relevant personnel in a timely fashion;

- Assisting with the development of a Safety Management Awareness Training Programme as may be appropriate to the respective staff members within the Council.
- Circulate relevant Safety Management related information and instructions to the Parish Clerk and Council staff where appropriate.

ARRANGEMENTS

The following arrangements have been compiled to allow for effective management of health and safety relevant to our business and should be read in conjunction with specific risk assessment and procedures for your own work area.

PLANNING FOR SAFETY (including audit and review)

The Council has adopted a systematic approach to all of its tasks and reduced the risk of injury and illness to its employees and members of the public by undertaking risk assessments and implementing safe systems of work / procedures.

The Council has put in place this structure (work procedures) to ensure consistency in the way it approaches, controls and monitors all matters of staff and public safety. Improvements to health and safety performance are instigated by regular staff meetings and discussion of health & safety matters at Parish Council meetings / formal reviews of all aspects of its business.

The Council will produce, as a minimum, risk assessments and safe systems of work for the following operations:

1. The public hire and use of Council premises;
2. Deliveries of goods to Council premises;
3. Use of plant and equipment and hazardous substances for the maintenance of the Councils' premises and grounds

The Council carries out regular inspections of premises and records the findings. Corrective measures are taken when and where necessary.

The Council will review, and adjust when necessary, all procedures through constant monitoring of all tasks undertaken. Adjustments will be made to take account of new legislation and working practices.

A formal review will take place at least annually.

RISK ASSESSMENTS

There is no prescribed format against which Risk Assessments are to be undertaken.

Regulation 3 MHSWR states that a risk assessment must be carried out by a *Competent Person* for the purpose of identifying the measures that the Employers must take to comply with their duties.

To be suitable and sufficient an assessment must: -

- 1 Correctly and accurately identify the hazards.
- 2 Quantify the risk.
- 3 Prioritise the actions required.
- 4 Take into account any existing control measures.
- 5 Identify any legal requirements.
- 6 Provide sufficient information on which to base any control measures necessary.

Process, task or machinery risk assessments will be carried out by the Facilities Manager with the assistance of the Safety Adviser. The results of the Risk Assessments shall be made known to all personnel and third parties involved or who may be affected. Copies of the Assessments shall be held on each premise for reference.

Nettleham Parish Council have adopted the HSE risk assessment format and follow their guidance (five steps to risk assessment).

HAZARDOUS OPERATIONS

Any potentially hazardous operation shall not be undertaken unless the Facilities Manager has been contacted and procedures for safe working agreed. This will generally cover non-routine tasks such as deep cleaning / working at height / maintenance of equipment.

CONSULTATION

In an endeavour to maintain a safe and healthy working environment consultation with employees on health and safety matters is essential and is accomplished through regular informal discussion / meetings and a clear 'Open Door' policy.

During inspections undertaken by the Facilities Manager or Safety Adviser, we shall consult with all personnel and ask if they have any issues relating to H&S. All issues shall be recorded and discussed at the appropriate level with items closed out on a timely basis. Personnel shall be informed of the close out procedure and any subsequent outcomes.

SAFETY TRAINING

Safety Training will be an ongoing requirement for all personnel and will be identified on initial employment. Personnel will be suitably trained on all specific machinery and equipment they will be asked to use.

Health and Safety related training may include some or all of the following:

- Workplace / task inductions;
- Safety training (i.e. Safety Awareness, Manual Handling, asbestos awareness First Aid, Fire);

OCCUPATIONAL HEALTH

Formal generic and where identified as being specific *Occupational Health Assessments* may be required during the Council's activities for employees. Priority areas are:

- Process, tasks and operations regulated by the Control of Substances Hazardous to Health Regulations (COSHH).
- Tasks and processes involving Manual Handling.
- Personnel employed at workstations.

The results of such assessments will be made known to personnel involved. All Occupational Health Assessments will be retained by and be available from the Facilities Manager.

The purpose of occupational medical examination is to identify cases of illness potentially induced by work related processes or where the work process may exacerbate existing medical conditions.

Personnel in the employ of or working under the control of the Council are required to advise their Manager of any existing chronic health condition that may influence or affect their work thereby endangering themselves or others.

ALCOHOL AND DRUGS

The consumption of, or being under the influence of, alcohol during working hours by personnel employed by or working under the control of the Council is prohibited. The use of illegal drugs or the misuse of prescribed drugs is prohibited on Council premises and work locations.

Individuals found to be in violation of those requirements will be considered to be in contravention of their Contract of Services and their contract may be terminated.

FIRST AID AND WELFARE

The council shall ensure that suitable and sufficient welfare facilities are available within each building.

First aid provision will be on site at all times with at least one person nominated and suitably trained to undertake this role.

The First Aid kit(s) are generally located in all premises, in the works vehicle and Facilities Managers vehicle. Staff will be told the exact location and names of first aiders during their induction and further promoted by a First Aid Notice.

It is the responsibility of the Facilities Manager to ensure that first aid kits are adequately stocked at all times.

All first-aid treatment must be reported to the Facilities Manager and recorded as required by Council and Statute procedures.

INCIDENT REPORTING AND INVESTIGATION

All accidents and hazardous conditions will be reported immediately to Management. This is the responsibility of all employees.

When accidents, either to staff or the general public are reported the Facilities Manager shall record all details in the Accident Book BI 510. In the event of a Serious Accident as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, the Facilities Manager will notify the Company Safety advisor as soon as possible after dealing with the immediate problems. The Facilities Manager will ensure the accident area is disturbed as little as possible before it is investigated.

When a hazardous condition is reported to the Facilities Manager, he/she will react immediately and investigate the condition. If necessary, he will stop the operation and take all corrective action. If the condition is reportable under RIDDOR, he/she will notify the Company Safety advisor as soon as possible after dealing with the immediate problems. The Facilities Manager will ensure the location and situation is disturbed as little as possible before it is investigated. The Company Safety advisor, when instructed by the Facilities Manager, will:

- Investigate all over 7 day accidents.
- Obtain written statements.
- Take photographs where necessary.
- Make a written report.

Within 15 days of the accident, complete and forward Form F2508 to the HSE in respect of all accidents where operatives are away from their place of work for more than 7 days.

Corrective action will always aim to remove the potential for recurrence of the accident or incident.

Incident Record Forms are available within each building in the H&S folder. It is advisable to complete this form as fully as possible for all incidents but particularly those that involve members of the public and if possible get photographic evidence of the scene.

FIRE PREVENTION MANAGEMENT

The Council will carry out a risk assessment to determine the hazards and arrangements needed to reduce the risk of injury through fire in its premises.

The following criteria will be used

1. Identify sources of ignition and possible fuel.
2. Procedures to remove or reduce items listed above.
3. Procedures and equipment provided to reduce the risk of injury and the spread of fire.

Means of raising the alarm and suitable well maintained fire extinguishers will be positioned in all premises. Fire action signs will be displayed to inform staff and public of what to do and where to go in event of emergency. These details will be passed on to staff during induction training. Safe Fire Exit route signs will be established throughout all areas of Council premises.

Employees will be encouraged to report any concerns regarding fire procedures, to the Parish Clerk so they can be investigated and remedial action taken, if necessary.

All safe fire management systems will be checked regularly and the findings recorded. Details of how and when are noted in the Health & Safety Procedures manual.

Fire precautions shall be reviewed regularly to ensure they remain effective and that all persons are aware of their required action in the event of a fire breaking out.

The Facilities Manager is responsible for checking fire equipment and undertaking tests of alarms etc. **(See Appendix 1 for further guidance about fire extinguishers & emergency evacuation)**

EQUIPMENT SELECTION AND USE

Personnel charged with the responsibility of authorising, selecting, purchasing, hiring or specifying equipment for the use on Council premises or tasks under the control of the Company shall ensure:

- That the equipment selected is the most appropriate for the task as well as being compliant with all European safety requirements as a minimum.
- That manual or power operated machinery / equipment is only issued to and used by authorised and trained personnel.
- That the machinery / equipment is approved, tested, calibrated or certified as required by Council Procedures and or Statute.
- That the current issue of the manufacturers safe operating / use instructions is available at each store, explained to relevant personnel and implemented.
- That the machinery / equipment is used in for the purpose(s) designed and as intended by the manufacturer / supplier.
- That the machinery or equipment is used / operated by personnel not using prescribed medication or suffering ill health. This is particularly important where power operated or rotary plant is involved.
- That the use and condition of the item(s) is monitored regularly or as stated in the Risk Assessments and procedures.
- That defective or unsuitable machinery / equipment is withdrawn from use, clearly marked and isolated so as to prevent further usage.
- That regular maintenance and servicing is undertaken for all machinery and equipment and is carried out by a suitably trained and competent person with records kept.

Machinery and equipment used in Nettleham Parish Council Gardening / Maintenance relates generally to everyday items that can be used in the home although some may be on a larger scale. Lifting equipment that is used to move large items of furniture and some maintenance equipment may fall outside this scope and the council shall ensure that specific training on such items is carried out for those that will use them.

ELECTRICAL EQUIPMENT

All cables and connections must be checked by staff prior to use to ensure they are sound. Users should check for any external damage, including leads, plugs, guards etc. **(See Appendix 2 for further guidance)**

All portable electrical equipment shall be tested by a competent PAT tester and shall be suitably labelled to indicate that the equipment is safe and does not pose a hazard.

The Facilities Manager shall be responsible for ensuring all electrical equipment is routinely inspected and tested with records kept.

Leads must not be allowed to trail and cause a trip hazard.

Any repairs must be made by trained and authorised persons. Staff must never remove casings, leads, guards etc in order to carry out their own repairs.

Personnel shall be briefed on the dangers of faulty electrical equipment, pre-use checks and fault reporting procedures at the induction stage and during refresher training / inspections etc.

Electrical sockets must not be overloaded. Suitable extension leads or adapters may be used so long as they are adequately protected and suitable for the work location and not overloaded.

A particular hazard within the catering areas is that of water coming into contact with electrical equipment. Sinks should be sited away from electrical points / equipment and suitable safeguards (i.e. RCD's) used where possible.

GAS INSTALLATIONS AND APPLIANCES

The Parish Council will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

The Gas Safe Register (GSR), formerly CORGI, is the governing body approved by the Health and Safety Executive to register and monitor the activities of gas installation and use. Gas fitting operatives carrying out work on behalf of the company will be registered with the GSR. **(See Appendix 3 for further guidance)**

ENVIRONMENT

All reasonable steps will be taken to protect the environment and all employees will be expected to cooperate in ensuring that:

- any pollution to land, air or water is avoided
- water and energy usage is kept to a minimum
- surplus materials and waste are recycled using the facilities provided
- any incidents of pollution or wastage are reported to the Facilities Manager

MANUAL HANDLING

The handling of large and sometimes bulky furniture cannot be avoided. To reduce the risk of injury to individuals, all operations requiring the movement of furniture must be assessed by the Facilities Manager/ Village Handy Person and the moving / lifting methods confirmed. Lifting aids (i.e. straps and slings, wheeled trolleys and trucks) will be used to aid the safe movement of furniture.

Wherever possible, the use of mechanical means to lift and transport items shall be utilised for all lifting and carrying.

Where use of mechanical means is impracticable, a risk assessment must be made and sufficient persons must be available to lift the relevant load taking into account the physical capability of the individual, size, shape and weight of the load.

All personnel shall receive training in safe manual handling techniques and information shall be posted around the premises to remind personnel of safe lifting and handling techniques. **(See Appendix 4 for further guidance)**

It remains the responsibility of the employee to ensure the load is within his / her capability, and that assistance is sought if the load is unmanageable.

General Principles of Safe Lifting

- Ensure that the items are lifted correctly with the back straight and using the legs to raise yourself if the load is low. Obtain a good grip with the feet apart to hip width and one foot slightly in front of the other.
- Avoid twisting, stooping or reaching to lift or deposit the load. Ensure that access areas are clean and clear and that the lighting is adequate. Wear gloves and appropriate footwear.
- Protect sharp edges. Avoid long lifts and if necessary change grip when the load is at waist height. Keep the load close to your body. During repetitive work allow sufficient time for resting.
- If more than one person is involved, then a suitable person must be nominated to control the job.
- If possible, break the load down into smaller items and secure items, which are loose to prevent the load shifting when being carried.

The Facilities Manager shall be responsible for ensuring manual handling assessments are undertaken – this may be through delegation to other competent personnel.

WORKING AT HEIGHT

The Council will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so. Where not practical, then the Council will ensure that all work activities that involve work at height are identified and assessed.

If working at height you must ensure that: □ the task has been assessed

- suitable safety measures are in place
- any equipment being used has been erected by a competent person and is safe to use
- you only use equipment for which you have been trained and are authorised to use
(See Appendix 5 for further guidance)

Ladders are permitted for light, short duration work only and must be secured to prevent displacement.

HAZARDOUS SUBSTANCES – COSHH

Where it is necessary to use substances or processes, which could be hazardous to health, the risks will be assessed and employees informed of appropriate precautions, which must be taken prior to any substances being used.

Containers of hazardous substances should be marked with the appropriate danger symbol and must not be used unless information on their safe use has been provided.
(See Appendix 6 for further guidance)

The Council will use non-hazardous materials where possible, but the use of hazardous chemicals etc is necessary in some cases (i.e. bleach, paint, fuel).

The Control of Substances Hazardous to Health Regulations require the following measures to protect people from exposure to health risks from hazardous substances: -

- An assessment of the health risks created by work with hazardous substances, and of necessary precautions to be taken.
- The control of exposure, where possible by means other than personal protective equipment.
- Ensuring that control measures are used and maintained.
- The keeping of records and the giving of information, instruction and training to employees.

The Facilities Manager will ensure that information on the safe use of all materials ordered by the Council is obtained from suppliers. The Facilities Manager will ensure the preparation of an assessment of the health risks involved in the use of any hazardous

substance, ensure the provision of necessary equipment (including PPE) and facilities, inform personnel of precautions which must be observed and ensure that all necessary information, instruction and training is provided prior to any substances being used.

Many of the processes carried out by the Council are repetitive and assessments will need to be carried out only once, unless circumstances of the work changes significantly, e.g. when substances are used in confined spaces.

Assessments shall be recorded in writing to show decisions and why and how they were made. Records of assessments will be kept at each premise within the H&S pack.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) shall generally only need to be provided for the Facilities Manager / Village Handy Person as per the risk assessment finding. They may also be provided for other personnel should their work activities highlight the need (i.e. gloves for cleaning or manual handling).

The Council shall supply employees with appropriate PPE without charge. In all cases this will comply with current legislative requirements. Personnel supplied with items of PPE shall be required to wear the items supplied and required to sign for upon receipt.

Personal Protective Equipment is considered a last line of defence and may not be incorporated as a substitute for a formal Safe System of Work.

All operatives are required to wear suitable footwear and gloves during certain work tasks (including gloves for hygiene and others for cleaning purposes). All persons issued with protective clothing or equipment must report to supervision immediately any loss of, or defect in, the equipment.

NOISE

The Council will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum. Any employee who are subject to high levels of noise will be provided with information, instruction and training about the harmful effects, on what they must do in order to protect themselves and how to use equipment correctly

DISPLAY SCREEN EQUIPMENT

All reasonable steps will be taken by the Council to secure the health and safety of employees who work with display screen equipment. To achieve this objective, the Council will carry out an assessment of each user's workstation and implement necessary measures to remedy any risks found as a result of the assessment.

EYE TESTS AND CORRECTIVE APPLIANCES

The Council will arrange for the provision of free eye tests when requested and at regular intervals thereafter or where a visual problem is experienced, at no cost to the employee.

Employees working with display screen equipment (DSE) should comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided. **(See Appendix 6 for further guidance).**

HEALTH

Employees will be advised to inform the Parish Clerk of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE and any discomfort or health concern believed to be associated with the use of DSE. Any health information will be treated confidentially

Any employee suffering ill health that they believe to be associated with work must report to the Facilities Manager/Parish Clerk immediately. Any health information will be treated confidential, by the Council.

INFECTION CONTROL

The Council aims to prevent the spread of infection through work-based activities by adopting suitable control measures. Employees will be advised to: □ follow any procedures set out and good hygiene practices □ wear personal protective equipment (PPE) as directed.

Training and information will be provided to all employees who are identified from the risk assessment as being potentially exposed to infections. Training will be given for any tasks they are employed to do, the equipment they will be using and any safe procedures to adopt.

Legionnaires' Disease

All reasonable steps will be taken, by the Council to identify potential legionellosis hazards and to prevent or minimise the risk of exposure. At risk systems include the hot and cold water storage and distribution system. The Council will implement measures to ensure any growth of the bacteria is kept to a minimum and systems maintained. The Facilities Manager will ensure the preparation of a suitable risk assessment.

Leptospirosis (Weil's Disease)

Weil's Disease is a form of the bacterial infection Leptospirosis, which can be transmitted to humans through contact with rat urine. The Council requires their employees to adhere to the following controls when working in areas that may be contaminated:

- cover any cuts or broken skin with the appropriate waterproof dressing, and wash cuts or grazes sustained during work immediately
- wear the appropriate personal protective equipment as identified by the risk assessment
- never touch or handle rats with bare hands
- take rest breaks away from the work area
- not consume food or drink in or near the work area
- wash hands thoroughly after working in any environment that may have been contaminated with rat urine. **(See Appendix 8 for further guidance)**

SMOKING

Smoking, (including artificial smoking aids i.e. vaping) is prohibited throughout the workplace and this includes in buildings and company vehicles. This policy applies to all employees, Councillors, customers and visitors.

LONE WORKING

The Council will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Employees will be given all information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. The Facilities Manager will ensure the preparation of a suitable risk assessment is undertaken.

THREATS OR VIOLENCE TO STAFF

The Council recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression. **(See Appendix 9 for further guidance)**. The Council defines violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees

Employees that witness or receive any violence or aggression should report this to the Parish Clerk who will record and investigate the matter. The Council will support the decision of any employee wishing to press charges against the individual(s) involved. Access to counselling can also be provided where required.

STRESS AT WORK

Stress at work can come about for a variety of reasons. The Council will endeavour to ensure a pleasant work, free from stress as possible. Employees who experience unreasonable stress which they think may be caused by work should raise their concerns through the Council's grievance procedure.

SAFE USE OF VEHICLES ON COUNCIL BUSINESS

All drivers must have a current driving license and hold business insurance if using their vehicle for Council business purposes (even if not claiming reimbursement for mileage from the Council). Copies of these related documents are to be provided to the Parish Clerk which will be kept for record purposes. Any driver receiving points on their license for breach of a regulation under the Road Traffic Act, must notify management immediately.

All drivers are responsible to ensure their vehicles (including the Council's works vehicle) are road worthy before the start of any journey. In the event of a road traffic accident or damage made to the Council vehicle, the driver must make out a written report upon return to the office.

MOBILE PHONES

The law has now made it illegal to use a hand-held mobile phone when driving, even when stopped at traffic lights or in a queue of traffic. This includes making or receiving calls, pictures, text messaging or accessing the internet.

MANAGEMENT OF CONTRACTORS

All contractors employed by the Council will be managed, by the Facilities Manager. To ensure the safety of staff, visitors and the general public all contractors employed by the Council will be expected to work within the following guidelines

All contractors will as a minimum:

1. Complete the contractor's tender document to aid selection.
2. Submit a written method statement for their works before commencing.
3. Where relevant, submit copies of all operative training – i.e. electrical and gas servicing; working at height.
4. Complete the induction process and abide by all rules and information received.
5. Report any changes of work method or process to the Facilities Manager.

AGENCY STAFF AND VOLUNTEERS

Agency staff and volunteers will be reminded of their obligations, including the reporting of accidents and 'near miss incidents' and they must ensure that any individuals they appoint to work for the Parish Council are competent to undertake the work required.

A copy of this Policy and procedure will be given to all staff, elected Members, volunteers and contractors undertaking duties and tasks on behalf of the Parish Council

ASBESTOS MANAGEMENT

It is the policy of the council not to allow anyone to sample, remove or work with asbestos containing material unless they have received the appropriate training.

Asbestos products can be extremely hazardous. Asbestos is a known carcinogen and the inhalation of asbestos fibres can be life threatening. The handling and removal of it requires specialist training and licensing for removal and disposal may be required.

Asbestos can be found in many locations, including the following:

- Thermal and acoustic insulation
- Fire protective coatings
- Sacrificial coatings
- Pipe casings and access panels
- Ceiling and wallboard
- Some old boiler flues
- Roof and cladding sheets

Where the council occupies premises containing asbestos, an Asbestos Management Plan shall be put into place that meets the requirements of the Control of Asbestos Regulations 2012.

If damaged or loose asbestos fibres are suspected, this increases the risk and no-one should enter this area until suitable arrangements have been made to clean the area by a suitably licensed contractor.

If anyone working for or on behalf of the council discovers any material or product they believe to be or contain asbestos, they should stop work immediately, and report the findings accordingly to their manager.

Where council managers look after buildings that contain any asbestos, the council must ensure that the responsible person receives suitable asbestos awareness training so that the location and condition of any known asbestos can be properly managed. If asbestos is located in any building managed by the facilities manager, then a suitable inspection regime and risk assessment will be developed by the facilities manager to ensure that any such asbestos remains in good condition and is not damaged (suitable monitoring).

Reviewed and re - adopted at the Parish Council Meeting 16 May 2023
Review date – 31 May 2024

Reviewed and re adopted 21 May 2024 - Next review due May 2025

H&S POLICY SIGNATURE SHEET – for staff

I have read and understood the contents of the H&S Policy and agree to abide by its contents:

NAME	SIGNATURE	DATE

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