

DRAYCOTT AND CHURCH WILNE PARISH COUNCIL HEALTH AND SAFETY POLICY

1. GENERAL STATEMENT OF POLICY

- 1.1. Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, councillors and volunteers, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.3. The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year. Although risk assessment is a continuing process, it shall form part of the policy and process annual review.

2. RESPONSIBILITIES

- 2.1. Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of Draycott and Church Wilne Parish Council. The Clerk is responsible for this policy being carried out at all the Council's premises and the Chairman will be responsible as her deputy.
- 2.2. All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.3. Whenever an employee, notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.
- 2.4. Consultation between the Council and employees is provided by immediate day to day discussion with the Clerk.
- 2.5. The Accident Record Book is kept in the first aid box on top of the filing cabinet in the Clerk's Office.

3. FIRST AID

- 3.1. The First Aid box is located on the top of the filing cabinet in the Clerk's Office.
- 3.2. The appointed person responsible for the box is the Clerk.

4. FIRE SAFETY

- 4.1. Fire extinguishers shall be visually inspected monthly in the Parish Rooms and Pavilion by the Clerk. Fire extinguishers shall be maintained annually (currently by XXXX Company).
- 4.2. The fire alarm system at the Parish Rooms and Pavilion shall be tested monthly by the Clerk. A fire drill shall be held annually at the Parish Rooms and Pavilion. Annual electrical certificates shall be obtained on all Council occupied premises.
- 4.3. Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.

5. Building Evacuation – Fire Safety

These procedures should be followed by every employee, visitor, councillor or volunteer on site in the event of a fire or fire drill.

5.1. Entrances and Exits

- 5.1.1. All employees must ensure that all means of entry and escape from the building are free and easy to pass through and places such as corridors, doorways, stairwells and fire exit doors are kept clear of obstacles at all times. Any blockages should be notified immediately to the Clerk to the Council.

5.2. Procedure on discovering a fire

- 5.2.1. Upon discovering a fire during office hours, you should raise the alarm by breaking the glass and pressing the button on the wall mounted alarm. This is located in the entrance.
- 5.2.2. Contact the Fire Brigade directly on 999 clearly stating as much information as possible. If time permits, then contact the Clerk to the Council and provide as much information as possible. However, please remember that your safety and the safety of your colleagues is paramount.
- 5.2.3. You should then proceed to the nearest safe exit out of the building and muster in the car park at the rear of the building.

5.3. Fire Extinguishers

- 5.3.1. You should only use a fire extinguisher if you know the correct type to use, have ascertained the type of fire and are absolutely certain that you are not in danger from fire, flames, smoke inhalation and that your exit is clear and unobstructed.

6. TRAINING

The Clerk has overall responsibility for training.

7. EMPLOYMENT OF CONTRACTORS

Contractors will be given a copy of this Health and Safety Policy.

8. REPORTING AND RECORDING ACCIDENTS

Accidents shall be reported to the Clerk who will record them in the Accidents Record Book.

9. SMOKING

Smoking is not allowed in offices.

10. OFFICES

10.1. HEATING, LIGHTING AND VENTILATION

- 10.1.1. Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained between 60.8 degrees F and 68 degrees F throughout the working day.
- 10.1.2. Free standing heaters must not be used unless specifically authorised. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials and be sited away from desks and chairs.
- 10.1.3. Office lighting. Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

10.2. ELECTRICAL EQUIPMENT

- 10.2.1. All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635).
- 10.2.2. Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- 10.2.3. 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plus fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, typewriter: 3 amp fuse; 2-bar heater, kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- 10.2.4. Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use, and plug tops removed from sockets overnight and at weekends.
- 10.2.5. Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.
- 10.2.6. Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

11. FURNITURE, FITTINGS AND EQUIPMENT

- 11.1. Heavy equipment and furniture must not be moved by individuals.
- 11.2. Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- 11.3. Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.
- 11.4. High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.

12. FIRE PRECAUTIONS

- 12.1. All staff must be fully conversant with the "Fire Alert" system displayed in the offices.
- 12.2. Exit corridors must be kept clear at all times.
- 12.3. Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire-resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
- 12.4. Waste paper bins must be of metal construction and be emptied each day.

13. GROUNDS MAINTENANCE

- 13.1. Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
- 13.2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
- 13.3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
- 13.4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
- 13.5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
- 13.6. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.

- 13.7. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
- 13.8. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
- 13.9. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
- 13.10. Pathways on Council owned premises shall be inspected annually.