

# HEALTH AND SAFETY POLICY 2023

## **GENERAL STATEMENT OF POLICY**

1.1 This policy was adopted by the Council on May 2023.

1.2 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.

1.3 Our policy is to ensure the safety of members of the public whilst on our premises through a system of regular inspection and risk assessment.

1.4 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

1.5 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 by the Council. Although risk assessment is a continuing process, it shall form part of the Council's annual review including an annual review and report on the Council's Risk Assessment.

## **VISUAL DISPLAY EQUIPMENT**

1. The information booklet provided by the Health and Safety Executive is available to all employees on request and stored on the Council server.

2. The Workstation

The Parish Council will ensure that good features are in place, i.e. adjustable and safely balanced chairs and appropriate desks. Good lighting.

### 3. Breaks and Changes of Activity

The need for breaks depends on the nature and intensity of the work; guidance will be given by the Supervisor.

### 4. Eye Tests and the Provision of Spectacles

Training will be provided to ensure that employees are aware of the regulations and can use their equipment safely to avoid health problems. Eye tests for Parish Council staff will be arranged and paid for by the Council. In exceptional circumstances, where reading glasses are unsuitable, prescription spectacles for monitor reading may be recommended by the Council's optician and paid for by the Council. They will remain the property of the Council.

## Employees Responsibility

### 1. Comfort

The equipment should be adjusted to suit individual physical requirements:

### 2. Getting comfortable

The chair and VDU should be adjusted so that, as a broad guide, forearms should be horizontal and eyes at the same height as the top of the VDU. There should be adequate space for documents to be managed on the top of the desk. A document holder can help the position of the head relative to the VDU and prevent neck discomfort.

### 3. Visual Display Equipment

Sunlight or artificial light should not be allowed to bounce off the screen and there should be adequate space beneath the desk to allow free movement of legs. Excess pressure on the back of the knees and legs should be avoided and a footrest used where necessary.

### 4. The Keyboard

Adjust the keyboard and mouse to suit your hand movements. A wrist rest in front of the keyboard may help alleviate strain.

### 5. Breaks

Do not sit in the same position for long periods. The general principle to be followed is short frequent breaks are better than longer, less frequent ones.

## **GROUNDS MAINTENANCE**

This policy applies to all Council employees and contractors.

1. Only authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.

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. Machinery must be switched off before repairs are undertaken.

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 from the mains supply.

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.
5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
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.
7. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Parish Clerk, currently the garage for Council property.
8. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
9. 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.
10. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use. No one should climb a ladder without another person bracing the base.
11. Pathways on Council owned premises should be inspected annually and will be recorded in the Council's property inspection record for the appropriate property.

## **GROUND STAFF**

1. Your personal safety and that of others who could be affected by what you do is a joint responsibility. The following notes have been written to remind you how you can help. It also details some aspects of your job where things could go wrong.

### 1.1 Clothing

1.1.1 Ensure that you wear all relevant safety clothing e.g. gloves, reflective waistcoats, safety shoes.

1.1.2 Always wear reflective jackets with double stripes when working near a highway.

1.1.3 Wear heavy duty gloves to protect your hands from sharp objects.

1.1.4 Check that your protective clothing is in good condition and ask for replacements if they get damaged or worn.

### 1.2 Personal Safety

1.2.1 In bad light, fog, heavy rainfall and other conditions where visibility is restricted you must stop working on the highway for both your own safety and the safety of others.

1.2.2 Do not put yourself or any other road user in unnecessary danger.

1.2.3 Ensure you look out for traffic and other road users when stepping out onto the highway.

1.2.4 When litter picking in car parks ensure you keep your eyes and ears open for moving vehicles.

1.2.5 If you have an accident no matter how minor, report it to the Grounds Manager so it can be recorded in the Accident Book.

1.2.6 Do not run, no matter how keen you are to finish your work, running increases the risk of falling and hurting yourself.

1.2.7 Do not climb into any stream or watercourse, unless supervised by the Grounds Manager to retrieve rubbish.

1.2.8 Where rubbish presents a risk, it may be necessary to request outside help from another authority such as the Environment Agency or Waverley Borough Council.

1.2.9 Lone working on any stream or watercourse is prohibited.

### 1.3 Manual Handling

1.3.1 Bend your knees not your back.

1.3.2 If you come across a heavy item ask for help – never risk straining yourself.

1.3.3 Never collect any items which you consider may be hazardous to move e.g. chemicals, asbestos, dead animals, aerosol cans, gas cylinders, hypodermic needles etc...

1.3.4 If emptying litter bins, place sacks into a barrow or wheeled bin to avoid risk of being cut by sharp objects or hypodermic needles.

1.3.5 If you must carry sacks and it is for short distances, make sure you keep them away from your body to avoid stick wounds from hypodermic needles or cuts from other sharp objects.

1.3.6 If you find a hypodermic needle, do not handle it unless you can do so safely. Wrap it securely, place in a lidded canister and keep it separate from general rubbish. If in ANY doubt contact the Borough Council on 01483 523524

## **NOTICE TO CONTRACTORS**

1.0 For Ockley Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements :-

1.1 As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.

1.2 You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.

1.3 You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.

1.4 The Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.

1.5 In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.

1.6 The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.

1.7 The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

## **WORKING FROM HOME**

Employees have a responsibility to take reasonable care of their own health and safety and the health and safety of others who may be affected by what they do. For the worker at home this is likely to include visitors to the 'office', e.g. family, friends, etc.

It is the employees' responsibility to report all employment related hazards related to their own or others' health.

Employers are required to carry out a suitable and sufficient Risk Assessment of all work activity under the Management of Health and Safety at Work Regulations 1992.

This includes those that work at home.

The Parish Clerk will be responsible to ensure that a Risk Assessment for employees working from home is completed annually. The Council also has a Lone Working Risk Assessment for which the Parish Clerk is responsible.

