

## Health & 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 our employees, 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 if the Council's activities change in nature and size. To ensure this, the policy and the way in which it is operated will be reviewed annually by the Clerk. Although risk assessment is a continuing process, it shall form part of the Parish Council's annual review.

### 2. RESPONSIBILITIES

2.1 Overall and final responsibility for Health and Safety in the Parish Council and for compliance with the Health and Safety at Work etc. Act 1974 and Regulations made under the Act and the Occupiers Liability Act is that of Bierton Parish Council. The Clerk is responsible for this policy being carried out at all the Council's premises.

2.2 All employees/Councillors and contractors have the responsibility to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.3 Accident Record Books are kept in the First Aid boxes at both Jubilee Hall, Aylesbury Road, Bierton and Bierton Sports Centre, Burcott Lane, Bierton.

### 3. FIRST AID

3.1 First Aid boxes are located in both kitchens at Jubilee Hall, Aylesbury Road, Bierton and Bierton Sports Centre, Burcott Lane, Bierton.

3.2 The Clerk is responsible for the boxes.

3.3 All accidents or injury, however trivial it may appear at the time, **must** be recorded in the Accidents Record Books and the Clerk advised.

### 4. SLIPS, TRIPS AND FALLS

4.1 Staff should wear suitable footwear at work.

4.2 Mop up spills and clear away obstructions when they occur.

4.3 Use only a proper step or ladder to reach for higher items.

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## **5. FIRE SAFETY**

5.1 Fire extinguishers are maintained on an annual basis.

5.2 The fire alarm system at the Bierton Sports Centre is tested by Bierton Parish Council on a monthly basis and maintained on an annual basis.

5.3 Fire exits shall be kept free from obstructions.

5.4 Notices shall be displayed giving directions for the evacuation of the building in the event of fire.

5.5 Flammable or possible explosive items (such as gas canisters) are not to be stored on any of the Parish Council premises.

## **6. TRAINING**

6.1 The Clerk has overall responsibility for any training required.

## **7. EMPLOYMENT OF CONTRACTORS**

7.1 The notes to be given to contractors are attached at Appendix 2.

## **8. REPORTING AND RECORDING ACCIDENTS**

8.1 All accidents shall be reported to the Clerk and recorded in the Accidents Record Books.

## **9. SMOKING**

9.1 Smoking is not allowed in any Parish Council owned premises.

## **10. LONE WORKING**

10.1 Lone working by employees and volunteers shall be risk assessed on a case-by-case basis. Potential risks to lone workers from specific tasks e.g. working at height or use of equipment, shall be taken into account.

10.2 Employees and volunteers shall be encouraged to not attempt lone working when assessed high risk.

## **11. VERBAL OR PHYSICAL ASSAULT FROM MEMBERS OF THE PUBLIC**

11.1 Training should be provided on working alone.

11.2 Where practicable, staff and Councillors should carry a mobile phone.

11.3 Staff should ensure a Councillor is aware of (or present at) any visits/meetings planned.

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11.4 Councillors and staff should ensure that someone knows where they are going if on Council business and when expected back.

11.5 All instances of abuse should be reported, and support offered if necessary.

11.6 The Jubilee Hall office is open by appointment only.

11.7 The Chairperson of an evening meeting is responsible for ensuring staff are not left alone in the office.

## **12. DEFIBRILLATORS**

12.1 Bierton Parish Council own and maintain four defibrillators within the Parish. They are all accessible 24 hours a day and are located at the following places:

- Jubilee Hall, Aylesbury Road, Bierton HP22 5DL
- Bierton Sports Centre, Burcott Lane, Bierton HP22 5AS
- Bierton Coffee House, The Old Chapel, 185B Aylesbury Road, Bierton HP22 5DW
- Bay 19, Hulcott Lane, Bierton HP22 5GA

## **APPENDIX 1.**

### **JUBILEE HALL OFFICE**

#### **1. HEATING, LIGHTING AND VENTILATION**

1.1 Temperature must reach a minimum of 16.0 degrees C after the first hour of working time and be maintained between 16.0 degrees C and 20 degrees C throughout the working day.

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.

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.

#### **2. ELECTRICAL EQUIPMENT**

2.1 All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635).

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.

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.

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.

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.

2.6 Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

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## **3. FURNITURE, FITTINGS AND EQUIPMENT**

3.1 Heavy equipment and furniture must not be moved by individuals.

3.2 Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.

3.3 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. Damaged or defective cabinets must not be used.

3.4 High shelves should only be reached using steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors, and this should always be avoided.

## **4. FIRE PRECAUTIONS**

4.1 All staff must be fully conversant with the "Fire Alert" system displayed in the hall.

4.2 Exit corridors, landings and staircases must always be kept clear.

4.3 Flammable materials must not be stored, even for a temporary period, in the office or corridors, unless the storage is in a fire-resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".

4.4 Where possible, wastepaper bins should be of metal construction.

## **APPENDIX 2.**

### **GROUNDS MAINTENANCE (Notes to be given to Contractors)**

1. Only contractors or 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.
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.
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. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
7. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
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.
9. Ladders and stepladders must always be in good condition and free from defects and securely positioned when in use.
10. Pathways on Council owned premises shall be inspected annually.