



Sparkwell Parish Council Health and Safety Policy

Author	Clerk
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1. GENERAL STATEMENT OF POLICY

- 1.1 This policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for our employees, volunteers and contractors, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 This policy is to provide and maintain safe facilities for the public.
- 1.3 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.4 The policy will be kept up to date and reviewed every year. Although risk assessment is a continuing process, the document shall also form part of the 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 Act and Regulations made under the Act and the Occupiers Liability Act is that of the Council. The Clerk is responsible for this policy being carried out.
- 2.2 Employees have the responsibility to help to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.3 Whenever an employee or Councillor notices a health or safety problem which they are not able to put right, they must inform the Clerk at the first reasonable opportunity, who will then take steps to rectify the situation.

3. LIFTING AND HANDLING

- 3.1 Advice to employees is attached as Appendix 1.

4. LONE WORKING

- 4.1 Advice to employees is attached as Appendix 2.

5. EMPLOYMENT OF CONTRACTORS

- 5.1 The notes to be given to contractors are attached as appendix 3.

6. REPORTING AND RECORDING ACCIDENTS

- 6.1 Accidents shall be reported to the Clerk who will record them and report to the next Parish Council meeting.

APPENDIX 1

LIFTING AND HANDLING

- 1) The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused though “handling goods” than any other single action. Manual lifting is included in this and an incorrect technique can cause injury.
- 2) The following basic rules are produced to help reduce these accidents. Never attempt to lift anything beyond your capability. If an object is to be lifted manually:
 - a. Bend the knees and crouch to the object
 - b. Get a firm grip using the whole hand and not the finger tips
 - c. Keep the back straight
 - d. Tuck the chin in
 - e. Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting
 - f. Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement
 - g. Avoid pinching the fingers when releasing the object

APPENDIX 2

LONE WORKING

Lone workers are defined as people who work by themselves without close or direct supervision, this includes:

- (a) Employees working at home on their own and those travelling on their own to attend meetings and so on
- (b) Councillors who visit parishioners or travel on their own to attend meetings and so on
- (c) Volunteers who take part in voluntary activities organised by the council.

The potential risks to Lone Workers include:

- (i) Open access and unlocked doors – accessible to the public
- (ii) Being taken ill whilst at work
- (iii) Lack of training regarding Health & Safety procedures
- (iv) Hazards in areas of activity
- (v) Working in remote areas, and areas with no signal
- (vi) Parking in car parks which are poorly lit and going into buildings which are inadequately lit
- (vii) Aggressive and abusive members of the public

The following should be taken into consideration to minimise risk:

- (A) Where work is undertaken by one person then that person must advise someone of the place of activity and the time of the activity. Persons must always carry a mobile phone with battery charged
- (B) Environment. Where the environment is isolated and access is difficult the person should always advise someone of where they are going and the time they expect to be there and return.
- (C) The Task. Employees working from home should not invite members of the public into their home unless the person is known and the meeting is prearranged
- (D) History. Where there is potential for difficulty employees should always arrange for another individual – chairman or councillor – to attend at the same time. This meeting should not be at the clerk's home but in a public building with a telephone

APPENDIX 3

NOTICE TO CONTRACTORS

For Sparkwell Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work 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) You and your employees will conform, in all respects, to legal duties and Responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions
- 2) The Council will retain the right to stop any operation and or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety or health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action. 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
- 3) The council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents involving you or your employees
- 4) The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations