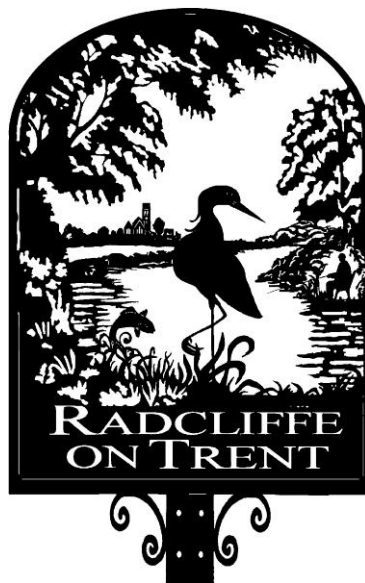


RADCLIFFE ON TRENT PARISH COUNCIL



HEALTH & SAFETY POLICY

May 2014

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Radcliffe on Trent Parish Council

Chairman's Statement on Health and Safety

Radcliffe on Trent Parish Council recognises and accepts its statutory duty to comply with all relevant health and safety legislation. It is the policy of the Council to provide and maintain a healthy and safe working environment and the Council endeavours to seek high standards of safety in the execution of all aspects of its work.

The Council's health and safety aim is to minimise the number of instances of occupational accidents and illnesses and to achieve an accident free workplace.

Radcliffe on Trent Parish Council recognises and accepts its duty to protect the health and safety of all visitors to the Council, including contractors and temporary workers, as well as any member of the public who may be affected by the Councils operations.

While the Council will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the Council. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of themselves or any other person.

Appropriate preventative and protective measures are, and will continue to be implemented following identification of work related hazards and assessments of the risks associated with them.

We recognise the importance of employer/employee consultation on matters of health and safety and the value of individual consultation prior to allocating health and safety functions.

The objectives of this safety statement can only be achieved through the support and co-operation of employees and all other persons who use the premises – i.e. contractors, users, members of the public and volunteers.

The contents of this statement will be kept up to date to reflect changes in the nature of activities and the size or complexity of the organisation. We will review its effectiveness as appropriate and in any case at least annually.

Cllr Roger Upton
Chairman
Radcliffe on Trent Parish Council

Radcliffe on Trent Parish Council believes that health and safety should have equal importance to quality, cost, production and morale. It accepts its responsibility to provide a working environment that is safe and without risk to health.

The Grange and Grange Hall are shared-use buildings and it is recognised that it is important that all managers “communicate, co-operate and co-ordinate” activities to ensure a healthy and safe working and learning environment is provided for all service users on the premises.

RESPONSIBILITIES AND DUTIES

THE COUNCIL’S DUTIES WILL BE IN PARTICULAR

To observe the requirements of the Health and Safety at Work Act 1974 and all other relevant legislation, Codes of Practice, Health and Safety Executive Guidance Notes and recommendations of H.S.E Inspectors and Environmental Officers during visits.

- 1.0** The Clerk accepts overall responsibility for Health and Safety within the Council, but to assist the Clerk a ‘competent person’ shall be nominated by the Parish Council.
- 2.0** The Clerk will as far as is reasonably practicable take all steps to meet this responsibility by:-
 - 2.1.** Ensuring that systems of work are identified which are safe and without risks to health, to employees and any other person likely to be affected by work activities.
 - 2.2.** Making proper arrangements for the use, handling, storage, use and disposal of articles and substances at work which are safe and without risks to health.
 - 2.3.** Providing such information, instruction, training and supervision as is necessary to secure the health, safety and welfare at work of all employees.
 - 2.4** Ensuring that the Health and Safety policy is revised and updated as and when necessary after liaison with the relevant people. Communication of any such changes will be made to all employees. Regular meetings will be held with staff members – at least twice per year.
 - 2.5** Ensuring that effective means of communication are encouraged and maintained throughout the organisation to promote all aspects of health, safety and welfare.
- 3.0** The duties of the Clerk and the ‘competent’ person include the following:-
 - 3.1** Monitor the implementation of the Council's Health and Safety Policy.
 - 3.2** Assess the risks to the Health and Safety of all operations and identify safe systems of work and where hazards are identified, implement controls to minimise those risks.
 - 3.3** Ensure the health and safety of members of the public.
 - 3.4** Ensure the competence of all sub-contractors, by assessing their Health and Safety policy, method statements, risk and COSHH assessments.

- 3.5** Ensure that all incidents, accidents and dangerous occurrences are thoroughly investigated and reported to the appropriate authority if necessary.
- 3.6** Provide for safety reports to be completed and take action as necessary.
- 3.7** Ensure that agreed methods of work, risk and COSHH assessments are adhered to.
- 3.8** Ensure that operatives are competent and hold appropriate certificates or proof of competency to operate tools and machinery.
- 3.9** Ensure that all equipment is safe to use and necessary certificates produced.
- 3.10** Arrange for the issue and use of Personal Protective Equipment.
- 4.0** It will be the duty of the Groundstaff to:-
 - 4.1** Comply with the Council's Health and Safety Policy, site rules, method statements and relevant risk assessments.
 - 4.2** Not operate plant or equipment unless authorised and competent to do so.
 - 4.3** Use the correct tools for the job, ensure guards are in position and use in accordance with manufacturer's instructions.
 - 4.4** Maintain tools and equipment in good condition and report any defects.
 - 4.5** Report any accidents, dangerous occurrences or other dangerous conditions e.g. guard rail missing, to the Clerk.
 - 4.6** Take care of themselves and ensure the safety of others.
 - 4.7** Wear any personal protective equipment issued or required to be worn, and report any defects.
 - 4.8** Be aware of notices displayed in the workplace offering information and advice.
 - 4.9** Avoid improvised arrangements and suggest safe ways of eliminating Hazards.
 - 4.10** To visually inspect all equipment prior to use.
- 5.0** It shall be the duty of all employees at work:-
 - 5.1** To take reasonable steps for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
 - 5.2** As regards any duty or requirement imposed on the employer or any other person by or under any of the relevant statutory duties to co-operate with the Council to promote all aspects of health, safety and welfare.
 - 5.3** To maintain high standards of personal hygiene.

6.0 Accident Reporting and Investigation (NB includes ill health related to work)

All accidents to employees and others must be:

- Reported to the Parish Clerk who will record it on a Personal Accident Form and investigate the accident with a view to learning from it and taking action to stop it, and prevent re-occurrence.

The Parish Clerk will ensure notification is provided of those accidents that require it to the Health and Safety Executive. (RIDDOR – The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

There will also be a system for recording near misses – see Hazard Reporting.

7.0 Distribution and Review of Written Health & Safety Policy (WHSP)

Once a WHSP has been produced (this document) it must be brought to the notice of all employees and revised when appropriate.

All employees will receive a copy of the WHSP and the Parish Clerk must make sure that employees can make use of it.

The Parish Clerk must ensure through the normal supervision process – that employees:

- read the Policy

- understand the sections applying to them

- raise any queries, and receive answers.

The Parish Clerk will ensure a copy of the WHSP is sent to:

Members of the Parish Council

Where it will help contractors to understand Radcliffe on Trent Council's approach to health and safety and to work safely the Parish Clerk will send a copy with tender/order documents.

The review of the WHSP will be a joint effort by the Parish Clerk and the Council's 'competent' person.

8.0 Employees' Responsibilities

The Parish Clerk's main duty is to ensure that the work done by Radcliffe on Trent Parish Council does not put anyone at risk. Responsibility lies with the Parish Clerk and the 'competent' person.

But every employee is required by Law:

- Not to put themselves or anybody else at risk.

- Not to interfere with or misuse anything provided for safety reasons.

- To co-operate with management's attempts to improve safety.

- To advise the Parish Clerk of any health and safety problems likely to affect any person

- Work in the safe manner that they have been trained and instructed in.

The notice 'Health and Safety Law - What You Should Know' will be posted on Radcliffe on Trent Parish Council premises as demanded by Law.

9.0 Incident Reporting

All incidents must be reported in writing- and employees are encouraged to tell the Parish Clerk about any hazards they observe. Non-Injury Incidents should be reported on an Accident Form and be investigated by the Parish Clerk in the same way an accident would.

It is important that near misses are also reported to the Parish Clerk as they are accidents that fortunately did not cause injury to anyone - but they might next time. Such non-injury incidents may well have led to damage to equipment or premises, and may incur remedial costs.

10.0 Risk Assessments

The basis of health and safety management is that:-

Hazards are identified
The risks from them are quantified
Controls are brought in

Throughout Radcliffe on Trent Parish Council's operations work activities will be risk assessed by the Parish Clerk and the 'competent person' and controls brought in on the basis of those assessments.

The assessments will be kept and the results made available to the employees affected.

Priorities for health and safety advice will be based on the outcomes of the risk assessments.

Work activity risks will be assessed - unless they are trivial or are routine ones arising from life in general - and significant findings recorded.

All types of work will be considered, including non-routine tasks, work done out of hours or on site.

Where a significant risk is identified it will be controlled on the following principles:

Where possible the risk will be avoided altogether

The risk will be tackled at source

The work will be adapted to the employee - not the other way around.

Priority will be given to controls benefiting the most people

Employees will be kept informed

Others affected by a risk will be kept informed.

All risk assessments will be reviewed on an ongoing regular basis and all findings will be recorded and documents kept in the Parish Office.

11.0 Hazard reporting

Radcliffe on Trent Parish Council seeks to reduce risk. Officers will carry out regular inspections of all areas of work through programmed inspections.

Employees will be encouraged to advise the Parish Clerk or competent person of any situations they consider hazardous to them, their work colleagues or any other visitors to Council's premises.

Employees should make a brief note of any hazard they observe and pass it to the Parish Clerk.

The Parish Clerk will then investigate – taking advice if necessary – and respond to the employee – indicating what action is needed and when it will be taken.

12.0 Hazardous Substances

'Hazardous Substance' means anything that can cause harm in the way it is used and includes micro-organisms, dust, by-products, as well as chemicals.

No hazardous substance will be in use in the Council unless it has been assessed for risks and the necessary controls brought in.

It will be the responsibility of Clerk and competent person to maintain a list of all hazardous substances etc. used or encountered and to prevent substances coming into use through unauthorised purchases or free samples.

The Clerk / competent person will assess substances, taking into account how they are used/encountered and indicate the controls to be followed.

The controls will be actioned by a combination of
Information
Instruction
Training
Supervision

Not just by giving a copy of the assessment to the employees concerned.

Where a Contractor is to use or generate a hazardous substance, the assessment will be demanded before the job starts.

COSHH/Data Sheets shall be obtained for all substances used, any chemicals used by the groundsmen shall be stored in the chemical cabinet in store and will only be accessed by authorised personnel.

All chemicals used by Radcliffe on Trent Parish Council domestic staff shall be stored in the locked storage rooms in Grange Hall reception and the Grange Kitchen. COSHH/Data sheets for items used on Council premises are kept in the Parish Office.

13.0 Asbestos

Grange Hall and Public Toilets build was completed in October 2004 and the Grange was refurbished in 2009 and an asbestos report was carried out. The only item now containing asbestos is the Office Safe which is considered very low risk.

An asbestos report was also carried out in June 2010 on the Sports Pavilion and 19 Rockley Avenue and recommendations were actioned.

If any employee believes they have come across asbestos bearing material they must tell the Parish Clerk, who will contact the appropriate licensed Asbestos removal Company to deal with it.

14.0 Construction

Where construction work is to be done for, or by Radcliffe on Trent Parish Council specific Regulations apply.

Construction Design and Management (CDM) Regulations generally apply if the project lasts for more than 30 days or will involve more than 500 person days of work. CDM also applies to non-notifiable work which involves five or more on site at any one time.

Five key parties will have specific duties

Client

Designer

Planning Co-ordinator

Principal Contractor

Contractors/Self Employed

Radcliffe on Trent Parish Council will only fulfil the role of client and ensure suitable management arrangements.

It will ensure that all those involved are competent to do the construction project safely and that sufficient resources are provided for safety.

For each project covered by the regulations, a Health and Safety file will be prepared and followed by all on site.

On project completion the Health and Safety file will be retained by the Parish Clerk and be used as health and safety information during any future work or maintenance on the building concerned.

Construction means; construction, alteration, conversion, fitting out, renovation, repair, upkeep, redecorating, commissioning, decommissioning, demolition, cleaning with some chemicals or high pressure use of water/abrasives, site clearance, exploration, investigation, excavation, laying foundations, prefab assembly or disassembly, clearing structural parts and waste, installation of mechanical, electrical, gas, compressed air, hydraulic, telecommunication and computer services and their commissioning, maintenance, repair and removal.

15.0 Contractors

Where Radcliffe on Trent Parish Council contracts out work to outside firms or self-employed workers, where appropriate or necessary prior to any work commencing the following will be requested.

- 1.Copy of H&S Policy and copy of Employer Liability Insurance Policy
- 2.Risk, Hazard and COSHH assessments
- 3.Method Statement for work to be carried out
- 4 The name of the person in charge of the site and who is responsible to ensure Health and Safety Regulations are adhered to.
- 5 Evidence of membership of a professional body
- 6 Details of previous contracts

While construction work is being done – further controls apply (see above).

16.0 Display Screen Equipment

- 16.1** A large proportion of Radcliffe on Trent Parish Council's office work is carried out using computers.

Radcliffe on Trent Parish Council will:

- a) assess workstations once a year and reduce risks.
- b) train and inform display screen users about the health and safety aspects of their work.

- 16.2** The use of **laptop appliances** may require the addition of external monitor, screen raiser and keyboard. **Guidance:** for continuous use of less than 1 hour per day – no alteration, for between 1 and 2 hours per day install an external keyboard to allow greater adjustability, for between 2 and 3 hours per day install an external keyboard and position the laptop on a swivel tilt screen raiser, to allow the user to view the monitor at the correct height. More than 3 hours per day a full docking station with external keyboard, monitor and screen raiser is necessary as this amount of use would not be acceptable as intermittent and the practice may be potentially hazardous to the user's health.

17.0 Electrical Safety

There is a requirement in Law to ensure that electricity- however it is used or encountered – does not put any employee or any other person at risk.

Electrical Supply

- 17.1** The fixed electrical supply in Radcliffe on Trent Parish Council premises must only be extended and adapted by a competent electrician.

The Parish Clerk will arrange for the fixed wiring of Premises to be inspected at least every 5 years. The Parish Clerk to keep a copy of the findings.

- a) Electrical Appliances, plugs and cables to be inspected every 12 months (PAT Test) and a record or tagging system used.

17.2 Buried Services

Whenever employees of Radcliffe on Trent Parish Council – or Contractors – need to dig an excavation or drive anything into the ground, the presence of buried electric cables will be considered.

Work will only take place near such live cables if:

It is reasonable in all the circumstances for the cable to be dead.

Reasonable in all the circumstances for a person to be near the cable

Suitable precautions are taken.

Precautions include finding out if a cable is there and then digging carefully if it is.

17.3 Checking for a cable

Site visit to look for evidence of buried cables such as marker posts, lighting units, street signs, lamp posts.

Checking of plans from the electricity supplier. These will be asked for at an early stage and allowance made for the fact they may be wrong or out of date.

Use of cable locating device by a trained person.

17.4 Safe Digging

Assume cables are live unless proven otherwise.

Arrange for cables to be made 'dead' if possible.

Avoid damage to cables by:

- assuming they may be shallower than 450 mm
- using only trained operatives
- using spades, shovel, air knives
- not using picks and forks

17.5 Overhead Cables

Work will only be carried out near live overhead cables if it is reasonable in all circumstances to do so.

Precautions will be taken which could include

- no activity or traffic under lines, with barriers to prevent close approach
- traffic under lines through defined barriers.
- activity under lines with barriers and a written safe system of work.

17.6 Emergency Lighting

A competent electrical contractor will test the Council's premises emergency lighting annually.

Competent employees will carry out monthly tests of all emergency lighting units.,

18.0. Fire Safety

a) Grange and Grange Hall

The premises are covered by Radcliffe on Trent Parish Council's fire safety procedures. If the fire alarm rings, all staff must leave the premises and go to the fire assembly point.

The Parish Clerk must ensure that all equipment and fittings provided for fire safety on the premises in working order i.e.:-

Fire doors to be closed/locked shut as labelled, with a check on self-closers to see they close the door cleanly on its rebates.

Fire detection will be serviced by 'competent persons'.

Fire extinguishers including blankets will be checked as in place, not discharged or obviously damaged and on an inspection schedule.

Flammable liquids will be kept in suitable containers and areas.

19.0 First Aid

3 Members of Staff are Designated First Aiders.

The full time groundsmen work away from site for a large proportion of their time and they are provided with mobile phones and a portable first aid kit.

20.0 Portable Electrical Appliances

All (P.E.As) used by Radcliffe on Trent Parish Council employees – including their own – will be listed and be individually identifiable.

A variety of checks will be made to ensure that they are safe to use including:

Training of employees so they do a visual check each time they use a P.E.A.
Programmed close visual inspection by a person competent to do it who will keep a record of the findings.

The frequency of the close visual inspection and testing will be decided by risk assessment. (Recommended every 12 months)

The list of the P.E.As used in the Council will be kept by the Clerk who will ensure new purchases and disposals are recorded.

When an employee finds a faulty P.E.A the Clerk will ensure repair by an electrician or disposal.

In certain circumstances, such as working outside, PEAs will be used in conjunction with reduced voltage (110v) or the supply will be protected by a residual current device.

The above will also apply to contractors or the self-employed or users bringing P.E.As onto Council premises.

Where equipment is used that does not belong to the Parish Council the user will have the choice of their own independent inspections or use Parish Council services.

21.0 Ladder Safety

Where there is a need for employees of Radcliffe on Trent Parish Council to work at height and ladders are used, there is a need to ensure:

The Clerk is informed whenever ladder work is necessary (before work commences)

Before use checks

1. Ladders must be stored correctly and inspected regularly
2. Check for splits or cracks in the stiles and rungs
3. Ensure that none of the rungs are missing or loose
4. Don't use painted ladders, this can hide damaged parts
5. Report defects, label as defective and remove from site
6. Check rivets and hinges
7. Check for broken stays, loose tie rods, defective cords/straps
8. Check for excessive tread wear

Note: Timber ladders shall not be used.

When used:

- a) Work should only be carried out from a ladder when the job is of short duration and can be carried out safely, using only one hand. There must be 3 points of contact with ladder at all times i.e. 2 feet and 1 hand or 2 hands and 1 foot.
- b) Ladders should be set on a firm base and leaning at the correct angle, which is **one** unit out to **four** units up.
- c) Ladder work should only be carried out where there are two people available so that a handhold can be provided, otherwise the ladder must be tied near the top and extend a safe distance above the landing stage.
- d) Rest the top of the ladder against a solid surface.
- e) Ladders used for access or as a place of work should be secured or footed to prevent movement.
- f) Extending ladders need an overlap of at least three rungs.
- g) Employees will not over reach.
- h) Employees will not stand on the top step of any step ladders.
- i) Do not carry heavy items or long lengths of material up to it.
- j) Carry light tools in shoulder bag or holster attached to a belt so that both hands are free to hold the ladder making 3 points of contact at all times.

Additional Safety:

- a) For added safety, if possible and necessary, the base of the ladders should be staked or buried to prevent slipping.
- b) Ensure that footwear is free from excessive mud or grease before you climb up the ladder
- c) When climbing up or down, use both hands on the stiles. Always face the ladder.
- d) If using extension ladders, each section must overlap:
 - 2 rungs – for ladders up to 5 metres (closed length)
 - 3 rungs – for ladders 5-6 metres (closed length)
 - 4 rungs – for ladders over 6 metres (closed length)

Hazards

- 1. Don't stand a ladder on a drum, box or other unstable base.
- 2. Never attempt to repair broken ladders.
- 3. Never carry loads up ladders – use a hoist.
- 4. Ladder rungs must not be used as improvised ramps.
- 5. When using metal – reinforced ladders, make sure there are no electrical hazards in the near vicinity.

22.0 Legionellosis

Hot and cold water systems can contain legionella bacteria which can cause Legionnaires Disease which may be fatal. The risk can be managed by Risk Assessments and effective water services management. Risk Assessments have been provided for Grange Hall, The Grange and The Sports Pavilion and water management controls introduced.

23.0 Dog Fouling

When emptying dog bins or picking up dog faeces it is important that protective gloves are worn at all times. There should be no smoking, eating or drinking after emptying the bins and prior to washing hands. Extra care should be taken to wash under the fingernails.

24.0 Manual Handling

There is a range of tasks done throughout Radcliffe on Trent Parish Council and involving lifting, carrying, moving, pulling, pushing etc. Staff are encouraged to attend Manual Handling Training Courses.

Where manual handling tasks putting employees at risk cannot be avoided, the risk will be assessed and controls brought in.

The Clerk will identify such manual handling tasks and assess them on the form adopted by the Council for this purpose.

The assessment will consider:

- The task
- The load
- The working environment
- The employee involved

And the controls will include:

- Making loads lighter
- Automating handling
- Using mechanical lifting aids
- Improving workplace layouts
- Training employees in lifting and handling

25.0 Needle stick Injuries

When employees of Radcliffe on Trent Parish Council carry out litter picking and collection, there is a possibility they will come across discarded hypodermic syringes.

As the needles can cause contaminated puncture wounds, the Clerk will ensure:

Employees are aware that syringes may be found in litter and when clearing parks etc.

- That litter etc. that may contain syringes is moved by litter tongs.
- That if hands have to be used, gloves are worn
- That any syringes found are placed in a 'Sharps Box' before its collection by the appointed contractor.
- That employees who find a syringe tell their colleagues so they are alerted to areas where extra care is needed

Any employees receiving a puncture wound from a broken syringe or syringe needle will be instructed to seek immediate medical attention.

26.0 Noise

A range of tasks done by employees of Radcliffe on Trent Parish Council exposes them to high levels of noise.

It is recognised that permanent damage to their hearing could result and the Clerk will ensure that the following controls are implemented:

Machines will be purchased/hired which produce the least amount of noise when used

If necessary noise level readings will be taken by a competent person

New employees- and employees complaining of problems with their hearing - will be offered audio metric testing

Hearing protection will be provided for employees who will be instructed how to maintain it and the Clerk will advise it is worn.

27.0 Office Safety

A great number of tasks undertaken by Radcliffe on Trent Parish Council are done in the office environment.

Offices are low risk areas but there is a range of specific matters to be considered. These include:

Use of V.D.Us
First Aid
Fire Safety
Manual Handling
Electrical Safety
Work Equipment
Workplace safety

Given the amount of office based work and the range of health and safety matters to be considered, the following checklist will be an aid to hazard reporting:

Office Safety Checklist

Lighting satisfactory?
Heating satisfactory?
Sufficient ventilation?
First Aid available?
Fire Alarm tested (if fitted)?
Fire Alarm audible?
Fire evacuation notices posted?
Fire evacuation drills logged?
Portable electrical appliances inspected/tested?
Sufficient space (allowing for furniture etc.?)
No trip hazards in offices and linking routes?
Safe access to high shelves?
Office equipment maintained to keep it safe?
All workstations suitable for those working there?
No glazing a safety hazard?
Drinking water available?
Suitable rest and mess facilities?

28.0 Fuel Storage and Use

Single barrels of red diesel and petrol for the mowers are stored in the lock up at Wharf Lane. Diesel is unlikely to cause more than transient stinging or redness if accidental eye contact occurs. It is unlikely to cause harm to the skin, on occasional contact but prolonged exposure may cause dermatitis. It is unlikely to cause harm if

swallowed in small doses. Exposure to fumes may cause irritation to eyes nose and throat.

As spillages during decanting from the barrel to the mowers may penetrate the soil causing ground water contamination, a spillage tray should be installed under the barrel. Council's Groundsmen are required to wear suitable protective clothing and gloves. In case of fire, dry powder extinguishers are fitted in the lock up. Under no circumstances should any sources of ignition be introduced to the area.

A small can of petrol is stored for the purpose of small groundwork machinery is stored in the Mower Store at Rockley Park. The container shall be fit for the purpose of petrol storage. (10 litre maximum of sound vapour tight construction and correctly labelled.)

Storage of petrol shall not exceed 15 litres at any one time. No sources of ignition shall be introduced next to the storage area. In case of fire, dry powder extinguishers are fitted in the garage.

A risk assessment will be carried out and any controls required will be introduced
The emergency services will be told in writing where petrol is stored.
Storage drums shall be stored on top of a spillage pallet.

29.0 Protective Clothing

Where risks to employees cannot be controlled by other means, personal protective equipment will be provided as a last resort.

This will be free of charge to employees, who will be trained to use the (P.P.E.) which will have been chosen by assessing the risk involved and taking into account the individual who will be using it.

The Clerk will advise that the employees provided with P.P.E are wearing it when they should, in the way they should and that it is being maintained, kept clean and replaced when necessary.

Personal Protective equipment may include:

- Eye protection - glasses, goggles, visors
- Ear protection - ear plugs, ear muffs
- Visibility garments - high colour clothes, retro-reflective garments
- Foot protection - toe caps, mid-soles
- Respiratory protection - masks, respirators, breathing apparatus
- Leg protection - ballistic trousers, shin pads
- Hand protection - gloves, gauntlets, chain mail gloves
- Skin protection - leggings, arm covers - but not barrier cream
- Body protection - aprons, boiler suits, weather protection
- Head protection - helmets, bump caps
- Safety harnesses - window cleaning, scaffolding etc.

30.0 Statutory Inspections

There are certain items of plant and machinery which an employing organisation may use which need pre-programmed inspection/testing by a competent person.

It will be the responsibility of the Parish Clerk to ensure that:

The Council's Insurers are advised of the presence of plant and equipment requiring statutory inspection

That no item of plant and equipment is in use unless it has the current documentation confirming it is safe to use.

That any other person (e.g. Contractor) bringing an item of plant or machinery requiring a statutory inspection onto the Council's premises has current documentation for it.

31.0 Storage Safety

Radcliffe on Trent Parish Council have to store a wide range of items and have various store cupboards, rooms and buildings to use.

As poor storage can lead to fire hazards and health and safety risks from trips, falls and falling items, all employees will be expected to assist in achieving safe storage by:

Only storing those items that have to be stored

Storing items in the stores provided for them

Storing items in a tidy manner

Storing items so that walkways, exits and access to other stores are never blocked

Storing items so they cannot fall

The Clerk will make regular checks of storage areas as part of their routine safety checks and will inspect each once a year with a view to identifying what items can be discarded.

32.0 Summer Sun Safety

The majority of Radcliffe on Trent Parish Council's groundsmen's work is outdoors. The following six point code has been adopted:

- Keep your top on.
- Wear a hat with a brim or a flap that covers the ears and the back of the neck – the hat to be provided by the employer.
- Stay in the shade whenever possible, during your breaks and especially at lunch time.
- Use a high factor sunscreen of at least SPF15 on any exposed skin. Apply as directed on the product – the cream to be provided by the employer.
- Drink plenty of water to avoid dehydration.
- Check your skin regularly for any unusual moles or spots. See a doctor promptly if you find anything that is changing shape, size or colour, itching or bleeding.

33.0 Violence

The range of services offered by Radcliffe on Trent Parish Council – and the variety of sites and times they are offered at – means the hazards of violence, verbal or to the person, exists.

Similarly staff deal with members of the public. The risk to employees will be assessed and a range of controls will be brought in depending on the risk including:

Doubling up where necessary

Providing means of communication between employees

Using a system of reporting in to keep in contact. All staff have contact details of other employees.

Identifying known trouble makers/trouble spots and telling all employees.

Having a support system for employees who have been subject to attack.

Incidents of violence will be recorded in Council's incident book.

Radcliffe on Trent Parish Council will always expect violent incidents to be reported to the Police and will support employees wishing to take legal action against all perpetrators.

34.0 Visitors

There is an extensive range of visitors coming into and onto the premises controlled by Radcliffe on Trent Parish Council including:-

Users
Councillors
Members of the Public
Customers
Contractors
Delivery Persons
Etc. etc.

Such non employees of Radcliffe on Trent Parish Council are owed a duty of care.

How that duty is discharged will depend on their experience, vulnerability, duration of stay and risks they will face whilst they are there.

The Council will assess the risks to such visitors and take measure to:
Reduce or remove them
Inform visitors of risks so they can avoid them
Co-operate and co-ordinate as necessary to ensure health and safety
Actively ensure that visitors play their part in ensuring health and safety.

35.0 Work Equipment Safety

A range of equipment, machines, plant and tools is used throughout the Parish Council.
It must be suitable for the purpose and maintained in a safe condition.
It must be provided with the necessary controls to use it and specific risks with it identified and dealt with.
Information and training necessary to ensure all users are safe will be arranged.

Only equipment which is suitable to the task will be used and this will be considered before its purchase – including how it will be safely maintained, repaired, lubricated etc.

Only authorised and competent employees will use and maintain equipment in use and the risk arising from the use of equipment will be controlled by:
Fixed guarding
Other types of guards and protection devices
Appliances to be used by employees to give them protection

And, as a last resort.
Information, instruction, training and supervision.

By individual risk assessment employees will be protected against:
Material falling from, or being thrown out of a piece of equipment
Bits of the equipment breaking off
The equipment collapsing or overheating or exploding
Burns from the equipment or what is in it.

Due to the danger of using chainsaws, work will only be carried out when 2 workers are available.

36.0 Lone Working

As the full-time Groundsmen's duties can involve lone working, the Foreman will complete a planned worksheet daily in order that Radcliffe on Trent Parish Council staff are aware of their whereabouts.

The full time groundsmen are required to keep their mobile's phones on at all times.

If the groundsmen should require immediate attention, there are several choices:-

- To phone in and speak to a member of Radcliffe on Trent Parish Council staff.
- If staff are not on the premises, mobiles can be used to contact colleagues or family from the Emergency contact list.
- Telephone emergency services

Premises Staff

As the Office and reception duties can involve lone working the following has been put in place:-

Reception and Office door to be kept closed at all times
Main door to be kept locked if no users are in the building
No females to be on call out register or to attend late night closures alone.
Any alteration to times of work are to be agreed beforehand or inform another member of staff in an emergency.
All staff have access to phone codes
Staff to inform family members of time expected back home from work
If staff should require immediate medical attention, choices are:-
Phone other members of staff if available
Phone family on the emergency contacts list
Phone emergency services

37.0 Pregnant Workers

The employee should advise the employer as soon as she is aware of the pregnancy, at which time an assessment would be carried out on the potential risks associated with her condition such as manual handling, stressful situations and the general work environment.

38.0 Security/Records

Access to offices – a list of all staff aware of the keypad entry code to the Council Offices will be documented.

Keys- a list of all staff who hold keys or have access to keys will be documented

Archiving- details will be summarised on what records are kept in both buildings and for what length of time necessary.

All confidential paper documented records shall be locked in cabinets, all computers require passwords to gain access and all records are backed up remotely off site on a daily basis.

39.0 Building Security

All intruder and fire alarm panels and CCTV equipment shall be regularly maintained by a competent contractor.

40.0 Licences/Training

Records kept on certificates obtained and when due for renewal. Copies are included on individual staff files, being mindful of data protection issues.

Regular reviews on any additional training needed to carry out various tasks safely with competence.

41.0 Occupational Stress

Individual employee risk assessments on occupational stress shall be carried out at annual staff appraisals.

All aspects of employee duties shall be monitored incorporating items such as work layout, systems of work, environment, fellow employees and time management.

Communication is encouraged at all times, employees must inform the Clerk immediately of any issues.

Holidays may be taken at short notice at the discretion of the Clerk.

The Parish Council will provide access to professional and confidential counselling if required.

It is the duty of the employee to take action on stress relief management, diet, exercise, rest, and prioritising workload.

42.0 Use of Mobile phones in vehicles at work

From December 1st 2003 the Government made it illegal to use hand held mobile phones or hand-held device when driving a vehicle.

The Highway Code advises drivers to switch off such devices when they get into vehicles and to not use them again until parked in a safe spot.

Council employees are required to comply with this advice or advise the Clerk if they feel the demands placed on them warrant the installation of a hands-free kit.

43.0 Harassment and Bullying at Work

The Council is committed to promoting an environment where employees can work without fear of being intimidated, harassed or bullied.

Any behaviour which is unwarranted, unreciprocated and offensive and causes the person on the receiving end to feel humiliated, intimidated or distressed can be regarded as harassment or bullying.

Any employee who feels that they are being harassed or bullied should follow the Council's Complaints procedure, a copy of which is issued to all employees on appointment.

44.0 Suspect Packages

Criminal incidents/threats from terrorism are extremely rare but if there is concern that a suspect biological/chemical package has been received, steps should be taken to minimise the risk of exposure and the possibility of harm. The overall message is to remain calm.

General mail handling – what to look for

- Look out for suspicious envelopes or packages (see below for some things that should trigger suspicion).
- Open all mail with a letter opener or other method that is least likely to disturb contents.
- Open packages/envelopes with a minimum of movement
- Do not blow into envelopes
- Keep hands away from nose and mouth while opening mail
- Wash hands after handling mail

If you are in any doubt about a package, do not touch it, move it or open it and call the police on 999.

Some items that can trigger suspicion

- Discolouration, crystals or surface, strange odours or oily stains
- Envelope with powder or powder-like residue
- Excessive tape or string
- Unusual size or weight given size
- Lopsided or oddly shaped envelope
- Postmark that does not match return address
- Restrictive endorsements such as "Personal" or "Confidential"
- Excessive postage
- Handwritten, block-printed or poorly typed addresses
- Incorrect titles
- Title but no name
- Misspellings of common words
- No return address
- Addressed to individual no longer with organisation

General Mail Handling – what to do

If you believe you have received a contaminated package

- Do not touch the package further or move it to another location
- Shut windows and doors in the room and leave the room, but keep yourself separate from others and available for medical examination
- Switch off any room air conditioning system
- Notify the Parish Clerk

The Clerk should

- Notify police immediately using the 999 system
- Close all fire doors in the building
- Close all windows in the rest of the building
- If there has been a suspected biological contamination, ensure that personnel outside the room are evacuated as soon as possible and ensure individuals in the contaminated room are evacuated to an adjacent unoccupied room away from the hazard.
- If there has been a suspected chemical incident ensure personnel leave the room as quickly as possible. Possible signs that people have been exposed will be streaming eyes, coughs and irritated skin. Seek immediate medical advice.

If you find a suspect package outside a building

- Do not touch it or move it
- Inform the building manager clearly stating why you believe a biological/chemical material is involved.

The Clerk should

- Notify police immediately using the 999 system
- Close all fire doors in the building
- Close all windows in the building
- Move people away from the hazard and await instructions from the emergency services

If anyone believes they have been exposed to biological/chemical material

- Remain clam
- Do not touch eyes, nose or any other part of the body
- Wash your hands in ordinary soap where facilities are provided, but staff movement outside contained locations should be avoided as much as possible

Notify the police immediately using the 999 system

- Keep all persons exposed to the material separate from others and available for medical attention.
- Other people should assemble at a safe distance from the incident and continue to be guided by the police and the other emergency services

Jacki Grice
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