

LITTLETON & HARESTOCK PARISH COUNCIL (LHPC)

Health and Safety Policy

Author: LHPC
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Introduction

Littleton and Harestock Parish Council (LHPC) recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers, and others who may be affected by the activities of the Council.

LHPC will meet its responsibilities under the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations (1999), and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.

Aims of the Health and Safety Policy

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment.
2. Arrangements for considering, reporting, and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
3. Systems of work that are safe and without risks to health.
4. Sufficient information, instruction and training for councillors, employees, contractors, and voluntary helpers to carry out their work safely.
5. Care and attention to the health, safety and welfare of councillors, employees, contractors, voluntary helpers, and members of the public who may be affected by the council's activities.

Arrangements and Responsibilities for implementing the Health and Safety Policy

As the Council's Safety Officer, the Parish Clerk will:

6. Keep informed of relevant health and safety legislation.
7. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
8. Make effective arrangements to implement the Health and Safety Policy.
9. Ensure that matters of health and safety are regularly discussed at meetings of the Parish Council.
10. Ensure that regular risk assessments are carried out and documented as required with subsequent consideration and review of any necessary corrective/protective measures.
11. Make effective arrangements to ensure that councillors, employees, contractors, or voluntary helpers working for the Council comply with all reasonable health and safety requirements.
12. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
13. Maintain a central record of notified accidents.
14. When an accident, near miss or hazardous incident occurs, take action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
15. Ensure all working instructions as defined in APPENDIX A: LHPC Working Instructions are adhered to.
16. Obtain specialist technical advice and assistance on matters of Health and Safety when necessary.

17. Act as the contact and liaison point for the Health and Safety Executive.

All councillors, employees, contractors, and voluntary helpers will:

18. Cooperate fully with the aims and requirements of the Council's Service Health and Safety Policy and comply with Codes of Practice or work instructions for health and safety. This includes the LHPC Lone Working policy.
19. Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
20. Take reasonable care for the health and safety of other people who may be affected by their activities.
21. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
22. Keep your own workspace tidy, and report any issues such as spillages, damaging flooring or obstacles so that slips and trips can be avoided.
23. Not misuse any plant, equipment tools or materials.
24. Report any accidents, near misses, hazardous incidents, or potential risks to the Parish Clerk.
25. Adhere to Government advice on mitigating the risk of spreading Covid-19 Coronavirus.

Working with Others

26. Contractors

- 26.1. All contractors will be given a copy of the Council's Health and Safety Policy before any work commences, and health and safety measures for the work must be discussed with the Parish Clerk.
- 26.2. Contractors will be required to provide evidence of public liability insurance.
- 26.3. Contractors may be asked to provide written method statements and risk assessments before starting any major works.

27. Sports Clubs

- 27.1. Any Sports Club using the council facilities are expected to be responsible for the Health and Safety of their members, and volunteers. They must also take reasonable care for the health and safety of other people who may be affected by their activities.
- 27.2. All Sports Clubs will be given a copy of the Council's Health and Safety Policy. Sports Clubs must also have their own Health and Safety Policies.
- 27.3. Any Sports Club member operating heavy machinery must comply with both the Council's Health and Safety Policy, and a specific Health and Safety Policy identified by the Sports Club.
- 27.4. All Sports Clubs will be required to provide evidence of insurance provision on an annual basis. This insurance should indemnify the council against any situations that may arise from the Sports clubs use of the Recreation Ground facilities.

28. Parish Council Volunteers

- 28.1. Volunteers will be given a copy of the Council's Health and Safety Policy and any concerns should be discussed with the Parish Clerk.
- 28.2. Depending on the nature of the work, appropriate personal protective clothing will be provided by the council.
- 28.3. Where appropriate additional risk assessments will be undertaken for specific roles or activities.

Health and Safety Measures

29. First Aid

- 29.1. First Aid boxes are available in the Sports Pavilion and the Parish Office.

29.2. A public access defibrillator is available at the entrance to the Millennium Hall, there is a Sports Club maintained defibrillator in the Sports Pavilion.

29.3. Should an ambulance be required, keys to the main car park barrier are available in the First Aid box in the Sports Pavilion, and in the public access defibrillator accessible by calling 999 and asking for the code to open the defibrillator box. The ambulance service is also aware of how to gain access to the car park.

30. Fire Safety

30.1. Smoking is prohibited in LHPC owned buildings.

30.2. Firefighting equipment is available in all LHPC owned buildings, and these will be serviced regularly. Do not attempt to fight any fire unless you can do so safely.

30.3. If you discover a fire, warn all other persons within the area by shouting FIRE as loudly as possible. **Call 999 to alert the emergency services.**

30.4. In case of fire, all persons **must** evacuate LHPC buildings by the shortest route without stopping to collect personal items and proceed to the assembly point.

30.5. The designated emergency assembly point for the Sports Pavilion and Tennis Cabin is at the top of the cricket field in front of the bowling hedge. The designated assembly point for the Parish Office is in the car park in front of the disabled bays.

30.6. The main car park barrier will need to be opened to allow fire engines to access the Recreation Ground. Keys for the car park barrier are available in the First Aid box in the Sports Pavilion, and in the public access defibrillator accessible by calling 999 and asking for the code to open the defibrillator box. The Fire Service is also aware of how to gain access to the car park.

30.7. Sports Pavilion

30.7.1. Three Emergency exit doors are available in the Sports Pavilion, and these will be maintained to open easily from the inside.

30.7.2. A Fire alarm system is installed in the Sports Pavilion and separate instructions are displayed in the Sports Pavilion, together with a floorplan of the building showing the fire points and evacuation information.

30.7.3. If you discover a fire in the Pavilion, sound the fire alarm to warn all other persons within the building by manually pressing the button firmly on one of the call points. **Call 999 to alert the emergency services.**

31. Training and Assessments

31.1. Training will be provided for staff and volunteers as appropriate.

31.2. Health and Safety training in the use of equipment or on council working practices for staff and volunteers will be provided.

32. Display Screen Equipment (DSE)

32.1. Employees who regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more) are known as designated DSE users.

32.2. LHPC will provide designated DSE users eye and eyesight tests on request. If spectacles are identified for DSE use only then these will be provided by LHPC.

32.3. Designated DSE users should complete an assessment of their workspace, which should be reviewed each time the equipment changes. This includes chairs, desks, screens, and keyboards. Contact the LHPC safety officer for support with the DSE assessment, or for a copy of the assessment checklist and/or the guide to the safe use of Display Screen Equipment.

32.4. Non designated DSE users should also consider assessing their workspace and reviewing the guide to the safe use of Display Screen Equipment. Contact the LHPC safety officer for further details.

33. Manual Handling and Working at Height

- 33.1. When moving heavy items councillors, employees and volunteer helpers should have regard to manual handling techniques.
- 33.2. Councillors, employees, and volunteer helpers must take account of their individual capability and ask for assistance with heavy or bulky loads.
- 33.3. Hazardous manual handling operations should be avoided. Contact the LHPC safety officer for a risk assessment or alternative means to deal with the heavy or bulky item.
- 33.4. Employees should not normally be required to work at heights. Contact the LHPC safety officer if equipment is required to facilitate any work higher than you can easily reach. Do not make use of chairs or other items of furniture to enable working at heights.

Revision History

Table 1: Revision History

Version (major.minor)	Date	Author	Modifications made
Draft 0.1	19 th Mar 2021	LF	Original – based on the previous policy, section 25 onwards is new material.
Draft 0.2	16 th April 2021	LF	Included more working instructions in Appendix A
Approved 1.0	11 th June 2021	LF	Updated following feedback from the Finance and General Purposes Committee, plus changes after the installation of the Pavilion Fire Alarm. Approved by LHPC on 26th July 2021.

Note: The revision number should be updated every time this document is modified, significant changes should result in the major number being updated, and any other minor changes should result in the minor number being updated

APPENDIX A: LHPC Working Instructions

The LHPC Safety Officer must ensure the following working instructions for Health and Safety at the council are implemented.

1. The “Health and Safety Law – What you need to know” must be displayed in the Parish Office, the Sports Pavilion, and the Tennis Cabin.
2. Fire and Electricity Safety
 - 2.1. A Fire Risk Assessment for LHPC buildings must be arranged every 5 years, the last inspection was on 8th December 2020.
 - 2.2. All Fire Extinguishers in LHPC buildings must be inspected every year, this usually occurs in the month of January.
 - 2.3. Regular checks must be performed to ensure that fire exits are kept clear, and all safety notices remain conspicuously displayed.
 - 2.4. The Pavilion Fire Alarm must be tested every week and inspected every 6 months by a qualified contractor.
 - 2.5. An electrical safety inspection on all LHPC electrical installations every 5 years, the last inspection was on 12th February 2021.
 - 2.6. Portable appliance testing (PAT) must be done every year on all LHPC owned electrical appliances; this usually occurs in January.
 - 2.7. Three-hour drop tests must be done every year on all emergency lights in LHPC buildings; this can be done in conjunction with PAT testing.
3. Risk Assessments and Insurance
 - 3.1. Generic risk assessments are held which cover all routine work and must be reviewed at least annually.

- 3.2. Additional risk assessments for specific roles or situations must also be reviewed regularly, including: -
 - Covid-19 risk assessments for LHPC buildings and recreational equipment.
 - Legionnaire risk report.
 - Risk assessments for volunteer work e.g., work in the conservation field.
- 3.3. New risk assessments must be carried out where non-routine work, an unsafe condition or work practice is identified.
- 3.4. The council's insurance cover must be renewed annually, and it must include an appropriate level of personal accident cover for councillors, employees, and volunteer helpers.
- 3.5. Ensure that copies of insurance documents are received from all Sports Clubs on an annual basis.
- 3.6. Ensure that all contractors are given a copy of the Council's Health and Safety Policy and obtain their public liability insurance before any work commences. Discuss the health and safety measures for the work and ask for written method statements and risk assessments for any major works.
- 3.7. Check if a contractor requires a permit to work for high-risk activities such as:
 - Working at height, including on roofs.
 - Working in confined spaces, for example, ducts.
 - Hot work. That is welding, soldering, or cutting using hot flame techniques outside of the designated workshop area.
 - Isolation of or modification to fire safety systems, alarms, etc.
 - Live working on electricity supply systems.
 - Work involving interaction with asbestos.
 - Work in areas where there is a risk of exposure to hazardous chemicals or micro-organisms.
 - Excavation and the digging of trenches.
4. Training, Inspections and Assessments
 - 4.1. Induction training must be arranged for all new staff and volunteers appropriate to the work that will be done. Periodic training on compliance with the LHPC Health and Safety policy will also be arranged as required.
 - 4.2. Health and Safety training courses will be arranged as necessary for the LHPC safety officer, and other staff or councillors as required.
 - 4.3. Before the introduction of any new equipment or change in working practices, the LHPC safety officer will identify any new training requirements in consultation with employees and/or volunteers.
 - 4.4. Designated DSE users must complete an assessment of their workspace, which should be reviewed each time the equipment changes.
 - 4.5. Playground, Recreation and Gym Equipment must be inspected weekly, and have a more detailed assessment annually.
 - 4.6. Defibrillators must be inspected at least monthly to check that the battery is still working, and the electrode pads have not expired.
5. Accident Reporting
 - 5.1. Notified accidents must be recorded in an accident book.
 - 5.2. All reported incidents must be investigated by the LHPC safety officer.
 - 5.3. A RIDDOR report must be made by the LHPC safety officer for reportable serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses). Refer to www.hse.gov.uk/riddor for the list of issues that must be reported.
6. Control of Substances Hazardous to Health (COSHH)
 - 6.1. Regular reviews must be done to prevent exposure to hazardous substances.

- 6.2. Hazardous substances should either be replaced with safer alternatives, or measures should be put in place to limit exposure or access to the substance. Where this is not possible risk assessments must be provided.
 - 6.3. Cleaning products must be kept in locked cupboards when not in use, and not left unattended.
7. Emergency Access to the Recreation Ground
- 7.1. At least annually, the Parish Clerk must confirm access procedures with the Ambulance and Fire Service.
 - 7.2. The Parish Clerk must confirm regularly that the car park barrier key is available in the public access defibrillator, and the First Aid box in the Pavilion.