**HEALTH AND SAFETY POLICY OF**

**CAWOOD PARISH COUNCIL**

This Statement has been prepared as a requirement under Section 2 of the Health and Safety at Work Etc. Act 1974. It sets out the Council’s general policy for safeguarding the health and safety at work of employees.

So far as is reasonably practicable, the Council will also ensure that persons not in its employment, who may be affected by its activities, are not exposed to risks to their health and safety.

**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 all 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 as the Council's activities change in nature and size. In addition, the way in which it has operated regarding employees will be reviewed every year by the Staffing Committee of the Council.

**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 etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of the Parish Council of Cawood.

* The Clerk will collate all accident reports
* The Clerk will undertake, when necessary, RIDDOR reporting (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
* The Clerk will be responsible for organising training in safety matters for existing staff and all new entrants

2.2 The following person(s) are responsible for bringing safety issues to the attention of the Parish Council in the following areas:-

**Person(s) responsible Area**

**Parish Clerk** Parish Office (working from home)

**Handyman & Cemetery Wardens** Cemetery

**Handyman & Playing Field Wardens** Sports Pitches, Play Area, Cricket Pavilion

**Handyman & Garth Wardens** Garth, Gill Green

**Old Boys’ School Committee** Old Boys’ School and car park

2.3 All employees have the responsibility to co-operate with their Line Manager and the Staffing Committee to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.4 Whenever an employee or Councillor notices a health or safety problem which they are not able to competently put right, they must tell the full council.

2.5 Consultation between Councillors and employees is provided by Line Managers from within the Staffing Committee.

2.6 The Accident Record Book is kept by the Clerk. The Old Boys’ School and Pavilion Accident Record Books are kept on the premises. The Handyman will keep an Accident Record book in his van.

2.7 The Parish Council will ensure both defibrillators are regularly checked. Parish noticeboards will identify the location of the nearest defibrillator, either at the Old Boys’ School or The Castle pub.

2.8 All equipment owned by the Council will be kept in good condition and the Handyman will ensure that provision is made for regular maintenance and inspection on instruction his line manager.

2.9 In accordance with the Parish Council’s Risk Management Schedule, adopted Nov 2019, 4 monthly reports will be recorded for the Play Area (Jan & May by Wardens, Sept by external contractor), Cemetery by Wardens, Garth by Wardens and the Old Boys’ School by the Old Bays’ School Committee.

**3. FIRST AID**

3.1 First Aid boxes are located as follows:-

Box 1: The kitchen at The Old Boys’ School

Box 2: The Cricket Pavilion. Football & Cricket teams will also provide their own kits.

Box 3: Handyman’s van

Box 4: The Clerk’s home office

3.2 Appointed persons responsible for the first aid boxes are:-

Box 1: The Old Boys’ School Committee

Box 2: The Playing Field Liaison Committee

Box 3: The Handyman

Box 4: The Clerk

**4. FIRE SAFETY**

4.1 Fire extinguishers shall be visually inspected monthly in the OBS by the Old Boys’ School Committee and at the Pavilion by the Playing Field Liaison Committee. Fire extinguishers shall be maintained annually. This is currently undertaken by Vesta Fire.

4.2 A fire drill shall be held annually at the Old Boys’ School.

4.3 Fire exits shall be kept free from obstructions.

4.4 Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.

4.5 5 yearly electrical safety certificates shall be obtained on all Council owned or managed premises. The Clerk will be responsible for these.

4.5.6 Annual PAT testing of equipment will be undertaken at the Old Boys’ school, Pavillion and Bowls and Tennis Clubs.

4.5.7 Safety Certification and servicing of the LPG boiler at the Pavilion will be arranged by Playing Field Wardens.

**5. RISK ASSESSMENT**

5.1 For all work activities, risk assessments will be undertaken prior to commencement, including work activities undertaken by contractors.

**6. SPECIFIC PROCEDURES**

6.1 Procedures for particular premises and activities are attached as Annexes as follows:-

1. Old Boys’ School and working from home.

2. Grounds Maintenance.

3. Maintenance and Cleaning.

4. Lifting and Handling.

Annex 6 relates to Covid 19

**7. EMPLOYMENT OF CONTRACTORS**

7.1 The notes to be given to contractors are attached at Annex 5

**8. REPORTING CONCERNS AND RECORDING ACCIDENTS**

8.1 All accidents shall be reported to the Parish Clerk who will record them in the Accident Record Book.

8.2 If an employee wishes to bring to the attention of the Council any matter which in his/her opinion contravenes the Health and Safety at Work Etc. Act, 1974, Management of Health & Safety at Work Regulations 1999, he/she should do so by approaching the full Council.

**9. SMOKING**

9.1 Smoking is not permitted in the Old Boys’ School, Pavillion or Playing Field containers.

**Regulations referenced:**

Electricity at Work Regulations 1989

The Management of Health & Safety At Work Regulations 1992

Manual Handling Operations Regulations 1992

The Personal Protective Equipment At Work Regulations 1992

The Health & Safety (Display Screen Equipment) Regulations 1992

The Provision and Use of Work Equipment Regulations 1992

The Workplace (Health, Safety & Welfare) Regulations 1992

The Control of Substances Hazardous to Health (COSHH) Regulations 2002

The Fire Precautions (Workplace) Regulations 1997

The Health & Safety (Young Persons) Regulations 1997

**Old Boys’ School and Working from home Annex 1**

**1. HEATING, LIGHTING AND VENTILATION**

a) Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained as a minimum throughout the working day for office work.

b) 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.

c) 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**

a) All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 and visually inspected prior to use.

b) Mains must not be overloaded.

c) 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Fuses must be fitted to suit current load of the equipment being used. The current load is normally shown on the item of equipment.

d) Only up to date PAT tested electrical equipment should be in use 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.

e) Leads 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.

f) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless suitably trained and competent to do so.

**3. FURNITURE, FITTINGS AND EQUIPMENT**

a) All heavy equipment and storage units should preferably be placed against the wall across several floor joists.

b) Heavy equipment and furniture must not be moved alone.

c) Having due regard to small children as users, drawing pins should not be used in the Old Boys’ School.

**4. FIRE PRECAUTIONS**

a) All staff and users must be fully conversant with the "Fire Alert" system displayed.

b) Exits must be kept clear at all times.

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

**5. DISPLAY SCREEN EQUIPMENT (DSE) WORKSTATION ASSESSMENT**

For staff working from home, by law, the council must carry out a DSE workstation assessment. The Health and Safety Executive (HSE) provides information about these assessments, including a checklist.

<https://www.hse.gov.uk/msd/dse/assessment.htm>

**6. HOME WORKING RISK ASSESSMENT**

For staff working from home, a home working risk assessment must be carried out, as per the minutes of the Parish Council meeting on Thursday 24th June 2021, item 7B.

**GROUNDS MAINTENANCE Annex 2**

1. Only authorised members of staff or volunteers who have received suitable training, instruction and are competent in the operation of machinery, equipment and COSHH may undertake these duties.

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 etc must be cleared from the path of equipment to prevent them 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.

7. Fuel may only be stored in a safety can and in a store approved by the Council.

8. The manufacturer’s instructions regarding the safe use of chemicals must be adhered to.

9. Appropriate protective clothing must be used when operating with machinery and chemicals including herbicides and pesticides.

10. Ladders and stepladders must be in good condition, free from defects, securely positioned at all times and only used for short durations. The person using the ladder must have 3 points of contact with the ladder when they are being used.

11. The Garth’s 3 public accesses will have notices displayed when heavy machinery is on cutting and collecting hay, an appropriate number of Councillors or PC staff must be on site during the cutting of the grass, to ensure the safety of the public.

**MAINTENANCE & CLEANING Annex 3**

1. It is essential that care is exercised to follow all labelled instructions on containers and packages. Products should be stored away from extreme low temperatures, heat sources and naked lights, particularly those products containing hydrocarbon and other flammable solvents.

2. Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances.

3. Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillages must be cleaned up immediately while observing all precautions.

4. Consideration must be given to the possibility of hazardous by-products that may arise from reactions between various products, or from products exposed to heat or fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleansers (e.g. Harpic) or other acidic substances.

5. Step-ladders which are used to gain access to heights must be in good condition, free from defects, securely positioned at all times and only used for short durations. The person using the ladder must have 3 points of contact with the ladder when they are being used.

6. All electrical cleaning equipment must have been wired up by a suitably trained and competent person. Any deterioration in electrical connections or wiring should be reported immediately. All electrical cleaning equipment must be visually inspected prior to use.

7. Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.

8. **YOU SHOULD REPORT**:

a) Structural faults which appear dangerous.

b) Floor coverings, etc. which cause a tripping hazard.

c) Faulty gas, electric fittings and equipment.

d) All accidents, however small.

**YOU SHOULD NOT**:

e) Attempt to repair gas, electric, paraffin fixtures, fittings or equipment, unless suitably trained and competent to do so.

f) Attempt to move obviously heavy furniture alone.

**YOU SHOULD**:

g) In the event of your having to stand on something to reach windows, etc. ensure the object on which you stand is solid and reliable.

h) Dispose of aerosol cans in the recommended way.

i) Dispose of soiled materials in sealed bags.

**LIFTING AND** **HANDLING** **Annex 4**

1. The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused through "handling goods" than any other single action.

Manual lifting is included in this and an incorrect technique can cause: Hernia (or rupture), torn back muscles, "slipped disc", cuts, bruises, crush injuries to fingers, hands and forearms, crush injuries to toes, cuts and bruises to the legs and feet.

2. The following basic rules are produced to help reduce these accidents:

Never attempt to lift anything beyond your capacity. If in doubt get a second person or others to help.

If mechanical aids are provided, use them.

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 the required direction in one smooth movement.

g) Avoid pinching fingers when releasing object.

h) When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated.

i) Protect your toes with safety footwear.

j) Wear protective gloves when handling objects with sharp or jagged edges.

**NOTICE TO CONTRACTORS**  **Annex 5**

For Cawood Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council premises and land are to be made aware of the expected requirements related to Health and Safety.

The Council will only appoint suitably trained and competent contractors having assessed their competency prior to work being commissioned.

A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:-

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.

2. You and your employees will ensure that all equipment, plant, machinery and apparatus brought onto or used on Council premises and land 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.

3. For all work activities, risk assessments will be undertaken prior to commencement.

4. 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.

5. 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.

6. 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.

7. 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 or land involving you or your employees.

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

**COVID 19 Annex 6**

Government guidelines must be adhered to at all Parish Council owned and run facilities, including play areas.

Hand washing soap dispensers, paper towels for hand drying and hand sanitising stations will be provided at the Old Boys’ School and Pavilion.

Advice being ongoing and changing, the Parish Council will refer to government websites for up to date information to guide their response.

<https://www.gov.uk/coronavirus>

**Adopted September 2019**

**Reviewed: September 2021**

**Next Review: September 2024**