

# Tintwistle Parish Council

## Health, Safety and Welfare Policy



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## **1. General Statement of Intent**

It is the policy of Tintwistle Parish Council to take all reasonably practicable steps to provide a safe and healthy working environment for all its employees, contractors, volunteers, and any other person who may be affected by their activities.

Tintwistle Parish Council meets its responsibilities under the Health and Safety at Work Act 1974 and will provide as far as is reasonably practicable the resources necessary to fulfil their commitments.

The Parish Council will seek as and when appropriate expert technical advice on health and safety to assist the Clerk of Council in fulfilling the Parish Council's responsibilities for ensuring safe working conditions.

A high standard of health and safety performance is one of the Council's primary objectives and is recognised as an integral part of service delivery.

This Policy will be reviewed annually.

## **Aims of the Health and Safety Policy**

This policy will be achieved by:

- Creating and maintaining a positive health and safety culture which secures the commitment and participation of all employees.
- Meeting its responsibilities to employees, to other people and to the environment in a way which recognises that legal requirements are the minimum standard.
- Adopting a planned and systematic approach to the implementation of the Council's Health and Safety Policy to ensure:
- The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health
- Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage, and transport of articles and substances
- The provision of such information, instruction, training, and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees
- So far as is reasonably practicable, as regards any place of work under the Council's control, the maintenance of the workplace in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from the workplace that are safe and without such risks
- The provision and maintenance of a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work
- Identifying and assessing the risks associated with all activities of the Council with the aim of eliminating or controlling the risks, so far as is reasonably practicable

- Allocating resources to meet the requirements of the Council's Health and Safety Policy.
- Planning for health and safety including the setting of realistic short and long-term objectives, deciding priorities and establishing adequate performance standards
- Monitoring and reviewing performance on a regular basis to ensure that high standards are maintained
- An embedded culture of identifying risks before they become an incident, robust active reporting process to encourage staff to pro-actively report risks without the fear of reprisal

The Council recognises the benefits of good health and will endeavor to promote and maintain the highest degree of physical, mental and social well-being of its employees, and make all reasonable adjustments as required to ensure employees may continue to work.

This policy applies equally to all Council employees, encouraging equal opportunities with respect to disability, gender, race, religion / belief, age, or sexual orientation.

## **2. Roles & Responsibilities**

### **Chair of the Parish Council**

Overall direction, management, implementation and review of the Council's Health and Safety Policy

### **Clerk of Council – Health and Safety Officer**

- Keep informed of relevant health and safety policy legislation and guidance information
- Advise the TPC on the resources and arrangements necessary to fulfil its responsibilities
- Follow agreed arrangements to implement this policy
- Ensure that matters of Health and safety are on the agendas for Council meetings
- Ensure that suitable and timely risk assessments are undertaken with subsequent consideration of any necessary corrective/protective measures
- Liaise with contractors to supply written risk assessments and method statements prior to starting their works
- Maintain a file of TPC activities for risk assessments and all relevant health and safety records
- Ensure that First aid equipment is available and maintained in TPC facilities
- Ensure fire procedures and instructions for evacuation are displayed in Council premises
- Ensure that all fire prevention and fighting equipment is maintained and that regular fire drills are conducted and that records on all maintenance and fire drills are kept up to date and kept in the Council Health and Safety file
- Ensure that activities of the TPC do not jeopardise the health and safety of users of TPC facilities
- Maintain a record of all accidents or hazardous incidents, taking immediate action to ensure a subsequent investigation is conducted and to prevent a recurrence

- Act as the contact and liaison point for the Health and Safety Executive and High Peak Borough Council as an enforcing authority
- Ensure that employees, Councillors, and volunteers for the Parish Council have access to the training as identified as part of the risk assessment process

### **The Health and Safety Sub Committee**

- Production, and submission for ratification, of all Council Health and Safety documentation, and the submission of regular review reports with recommendations to full Council on a regular basis
- Identification and addressing of all health and safety matters on an ongoing basis

### **All TPC Employees, Councillors, Key Holders, Contractors and Volunteers**

- Cooperate fully with the aims and requirements of this policy and comply with legislation, Codes of Practice and TPC work instructions
- Take reasonable care for their own health and safety and others who may be affected by their actions, using appropriate risk control measures
- Report any accidents, near miss or hazardous incidents to the Clerk of Council within the first 24 hours

## **3. Arrangements**

### **Risk Management**

Risk management includes risk assessments, monitoring, auditing and review. The Clerk reviews this policy on an annual basis or when there are changes in legislative requirements.

- Physical assets of the TPC will be inspected at regular intervals and TPC procedures audited on an annual basis; thus, making sure all procedures are currently up to date with legislative requirements.
- The Council maintains and updates a Risk Assessment Schedule, reviewing annually or when there is a change in circumstances
- The Risk Assessment Schedule must include areas for which the Council is responsible. That is the Council building, the tennis court area and the field areas on Sexton Street, Holybank Quarry and allotment sites at Conduit Street, Manchester Road and Arnfield

### **Accident, Near Miss and Incident Reporting**

- Any incidents, no matter how trivial, should be reported to the Clerk, who is responsible in the first instance for investigating all accidents and near misses, with the aim of preventing a reoccurrence.
- An accident book is kept with the First Aid box in the kitchen, and this should be completed by the named first aider or hall hirer
- Reporting and investigation of all accidents and any that involve RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations) or an absence of over 7 days due to incapacitation but excluding the day of the accident. It is the responsibility of the Clerk who records details of the RIDDOR and informs the appropriate authorities as per current legislation.

## **First Aid**

- First Aid equipment is kept in the office and kitchen. Only trained first aiders are permitted to administer First Aid to preserve life prior to emergency services arriving – if required to do so. The arrangements are communicated to staff and Councillors, during induction and information is on the noticeboards.
- The Clerk ensures that the First Aid boxes are correctly stocked and contents in date.
- Trained First Aiders are not permitted to store or administer any medicines or drugs.
- The Hall hirer has responsibilities for the provision of First Aiders and First aid supplies for their activities.

## **Personal Protective Equipment (PPE)**

- All supplied PPE must meet CE standards (EU safety, health, and environment protection requirements) and be suitable for the activity as defined in the Risk Assessment Schedule
- All PPE supplied must be used, maintained, cleaned, and safely stored by the user
- Defective and damaged protective equipment must be reported to the Clerk and a replacement obtained before recommencing the task
- TPC reserves the right to charge for misused or repeatedly lost PPE

## **Control of Substances Hazardous to Health**

- A delegated trained person will carry out a suitable and sufficient COSHH (Control of Substances Hazardous to Health) assessment on all hazardous substances used in accordance with the COSHH regulations.
- A register of all substances that are a hazard to health are held in the TPC Health and safety file, together with the assessments, material safety data sheets and control procedures held in the Parish Council office
- Wherever possible a hazardous substance will be replaced with a safer alternative
- Training, instruction, and risks associated with the use of any hazardous substance will be given before it is used, and protective clothing issued as appropriate
- Any substances deemed flammable will be stored in suitable lockable fireproof cupboards.

## **Control of Asbestos Containing Materials (ACM)**

TPC assesses and controls health risks from exposure to asbestos in accordance with the Control of Asbestos Regulations 2012 to prevent employees/Councillors, visitors, and contractors from exposure to ACMs. To achieve this the TPC is responsible for:

- Assessing the proposed work area for ACMs and determining the risk of anyone being exposed to fibres from these materials. This also includes potentially contaminated land.
- Ensuring a record of the location and conditions of the ACMs, or presumed ACMs, is made available and is communicated to all employees prior to commencement of works.
- Draw up a plan, implement, monitor, and review the risk of ACMs.

## **Waste Management**

Employees, Councillors, volunteers, or any other users of the Council building should remove waste in the appropriate manner for that material in accordance with instruction, training and risk assessment.

- Hazardous waste such as animal excrement, should be removed with the correct gloves, bagged and disposed of into external lidded bins.
- If needles are found the Clerk or Police should be contacted immediately.
- Contractors and hall hirers should remove waste created by their activities.

## **Fire Safety and Emergency Procedures**

In accordance with the Regulatory Reform (Fire Safety) Order, fire risk assessments should be undertaken by a responsible and competent person to identify necessary precautions, prevention and arrangements regarding fire in Council premises:

- Specific arrangements should be in place for the safety of users of the Council facilities with special needs such as hearing, sight or ambulant impairments
- Employees and Councillors should be trained on the selection and use of firefighting equipment
- This responsibility is delegated to the premises' hirer on booking
- All users of Council premises should act and raise the alarm in the event of an emergency and leave the building immediately and must not stop to collect personal belongings.
- The building must be evacuated using the front door, back door or side door whichever is nearest
- The designated Assembly Point following evacuation is the field adjacent to the car park.
- At the same time, the Fire Brigade should be contacted
- Under no circumstances should persons try to extinguish a fire themselves unless they have had the appropriate training and instructions for same
- The Clerk of Council or a nominated Councillor, should act as the appointed Fire Marshall and will take a roll call of all persons using Council facilities in the event of a fire. This duty is delegated to the Hirer for their own activities
- No one leaves the Assembly Point until given permission by the Fire Marshall
- No smoking is allowed in Council premises

## **Display Screen Equipment (DSE)**

DSE risk assessments will be carried out as required by the Display Screen Equipment Regulation 1992 for the Clerk as a 'user' of DSE. Particular attention should also be paid to ensure the User takes regular breaks and hand exercises to prevent Repetitive Strain Injury (RSI) or Upper Limb Disorder (ULD).

Staff or Councillors who qualify as DSE Users are entitled to undergo an eye test with a registered ophthalmic optician or registered medical practitioner. This enables both the User and the TPC an opportunity to monitor any deterioration in eyesight.

### **Lone and Home Working**

A lone worker is anyone who works on behalf of the Council where there are no other members of staff present and without close or direct supervision in a wide variety of situations. Lone workers should not be more at risk than any other employees. Home workers are those employees whose contract enables them to work from home rather than the TPC office.

- Precautions should take account of normal work and foreseeable emergencies eg fire, equipment failure, illness and accidents
- Employees, Contractors, Councillors, and volunteers must ensure that the Clerk of Council or another nominated person knows when and where they are working
- The Clerk of Council should notify the Chair of Council where and when they are working
- When lone working in a Council building, the entrance door should be locked with a key for personal security
- Lone workers should provide 'next of kin' contact details who can contact the Clerk or nominated person should that person not report home when expected

### **Contractor Management**

All contractors must report to the Clerk or a named Councillor and will be requested to sign in. They will be informed of the health and safety rules and standards that they will be expected to maintain at all times to preserve the safety of TPC employees, Councillors or volunteers or member of the public in the vicinity at the time, as well as any of the contractor's own employees.

- Contractors are expected to inform the Clerk or named Councillor of any hazardous substances, flammable materials/liquids, electrical power tools/cables, scaffolding, vehicles etc. which may be necessary to bring onto the site to carry out the work. This enables the Clerk or named Councillor to monitor those current statutory requirements and safe systems of work are operational.
- Upon leaving the site all contractors must sign out.
- When tendering or pricing for a job the Clerk or named Councillor must receive the health and safety arrangements for the job

### **Provision and Use of Work Equipment Regulations (PUWER)**

Only trained and competent operators may use machinery and equipment supplied by TPC commensurate with their duties. Risk assessments will be carried out for any machinery/equipment and control measures introduced, as necessary.

All equipment must be suitable for the task and regularly maintained. Defects should be reported to the Clerk and use of that equipment discontinued until otherwise instructed it is safe to do so. Defects identified should be recorded in the health and safety file.

## **Electrical Safety**

In accordance with the Electricity at work Regulations 1989 the Clerk ensures electrical risks are assessed and controlled by:

- Inspections and testing of portable electrical appliances owned by the TPC by a competent person
- Users of portable electrical equipment to undertake user visual inspections to ensure the equipment is safe before use. Faults should be reported to the Clerk in the first instance.
- There should be 5 yearly statutory inspections and testing of fixed installations within the Council building.
- Power tools used by outside contractors should be of low voltage and must be stringently inspected and maintained.
- Employees, volunteers, and Councillors are prohibited from access to live installations.

## **Moving & Handling**

All manual handling tasks are subject to risk assessment by a trained person in accordance with Manual Handling Operations regulations 1992. These assessments take into account the task, load, environment and individual and the task minimised as far as possible. Where manual handling must be undertaken training will be given in the correct techniques for those staff, Councillors or volunteers identified at risk by the assessments.

## **Stress, Violence and Bullying**

The TPC recognises that undue stress can arise through work and/or personal factors that may affect a person's health and safety. TPC has a zero tolerance of verbal or physical acts of violence and abuse. Such behaviours will not be tolerated from any member of the Council, employees or the public.

- Acts of physical violence will be reported under RIDDOR and seen as a criminal offence reportable to the Police.
- All acts of violence, physical or non-physical will be recorded, investigated and action taken as appropriate.
- Reports should be made to the Clerk of Council and/or the Chairperson of TPC

## **Health & Safety Training (including induction)**

The TPC recognises the importance of regular, quality health and safety training for Councillors and staff. It also acknowledges its role in providing a venue for health and safety training for residents and others in the community. The TPC is responsible for ensuring all staff and volunteers/Councillors are appropriately trained to allow them to carry out their jobs with out harm to themselves or others who may be affected by their duties. The training will be undertaken using a combination of methods, including induction, in-house or external training agencies.

## **Holybank Quarry**

This site in the village is open access and the land is owned by the Parish Council. Because it is open access the TPC has no responsibility for the safety of those that use the quarry for



walking or climbing. However, the TPC is responsible for erecting signs to point out the dangers eg of fires.

### **Sexton Street Tennis/ Basketball Court and Football/Playing Field**

This facility is open to all to use at any time. It is used at individual's own risk. Signs should be in place to make this clear. All accidents should be reported to the Clerk of Council (see above).

### **Allotments**

The Council has a duty to provide and monitor the level of allotments locally, although there is no legal obligation to provide anything other than identifying available land for this purpose. All Plot holders of an allotment plot must at all times observe and full comply with national and local legislation.

The Plot holder will:

- Comply with the terms of the Tenancy Agreement and this Policy and Guidance.
- Ensure the health and safety of any guests visiting their plot.
- Not to cause or allow their visitors to cause a nuisance.
- Report any Health & Safety issues to the Council at the earliest opportunity.
- Support the site as a whole where necessary to reduce any Health and Safety risks

This Policy was approved by Tintwistle Parish Council at its meeting on 21<sup>st</sup> November 2022.