

# Comberton Parish Council

## Health & Safety Policy

Adopted: 2021



## Table of Contents

Comberton Parish Council.....	1
Health & Safety Policy.....	1
<b>HEALTH AND SAFETY POLICY .....</b>	<b>3</b>
Introduction .....	3
1. General Statement of Policy.....	3
2. Responsibilities.....	3
3. First Aid.....	3
Box 1: The Pavilion .....	3
4. Fire Safety.....	4
5. Training.....	4
6. General Advice .....	4
7. Specific Policies .....	4
8. Employment of Contractors.....	4
9. Reporting and Recording Accidents.....	4
10. Smoking.....	4
<b>Appendix I: PAVILLION.....</b>	<b>5</b>
<b>Appendix II: GROUNDS MAINTENANCE .....</b>	<b>7</b>
<b>Appendix III: CARETAKING AND CLEANING.....</b>	<b>8</b>
<b>Appendix IV: LIFTING AND HANDLING .....</b>	<b>9</b>
<b>Appendix V: NOTICE TO CONTRACTORS .....</b>	<b>11</b>

# HEALTH AND SAFETY POLICY

## Introduction

Comberton Parish Council (the Council) recognises and accepts its responsibilities for providing a safe and healthy environment for its members; staff; volunteers; visitors and for anyone affected by its activities.

The Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained. The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage 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. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Parish Council. Although risk assessment is a continuing process, it shall form part of the Committee's annual review.

## 2. Responsibilities

- 2.1. Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of the Council.
- 2.2. All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.3. Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.
- 2.4. Consultation between management and employees is provided by immediate day to day discussion with the Clerk.
- 2.5. The Accident Record Book is kept in the kitchen of Comberton Pavilion and completed forms to be kept locked, with the Clerk, for Data Protection reasons.

## 3. First Aid

- 3.1 First Aid boxes are located as follows:  
Box 1: The kitchen at Comberton Pavilion
- 3.2 Appointed persons responsible for boxes are:  
Box 1: The Clerk/ Handy person

## 4. Fire Safety

- 4.1 Fire extinguishers shall be visually inspected weekly in Comberton Pavilion by the Clerk/ Handy person. Fire extinguishers shall be maintained annually.
- 4.2 Where applicable, any fire alarm systems shall be tested monthly by the handy person. Annual electrical certificates shall be obtained on all Council occupied premises.
- 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.

## 5. General Advice

- 5.1 General advice to all employees is attached as Annex V.

## 6. Specific Policies

- 6.1 Policies for particular premises and activities are attached as Annexes as follows:
  - a. Grounds Maintenance.
  - b. Caretaking and Cleaning.
  - c. Lifting and Handling.

## 7. Employment of Contractors

- 7.1 The notes to be given to contractors are attached at Annex VI.

## 8. Reporting and Recording Accidents

- 8.1 All accidents and near miss accidents shall be reported to the Clerk who will record them in the Accident Record Book.

## 9. Smoking

- 9.1 Smoking is not allowed in the pavilion.

## *Appendix I: PAVILLION*

### Heating and water testing

- a) Water temperature and free running of all water outlets to be tested and recorded weekly for legionella purposes. Legionella testing to be completed by outsourced company as directed.
- b) Free standing heaters must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials.

### Electrical Equipment

- a) All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635).
- b) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- c) 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plus fuses must be fitted to suit current load of the equipment being used. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, seek qualified advice.

- d) Only electrical equipment provided by the Council should be used 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 competent to do so.

#### Fire Precautions

- a) Exit corridors must be kept clear at all times.
- b) Flammable materials must not be stored, even for a temporary period, in corridors, unless the storage is in a fire-resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".

#### Appendix II: GROUNDS MAINTENANCE

1. Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
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 and similar objects must be cleared from the path of equipment to prevent such objects 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 of a fuel tank or storage can.
7. The manufacturer's instructions regarding the safe use of chemicals must be strictly adhered to.
8. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
9. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.

#### Appendix III: CARETAKING AND CLEANING

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 reaction 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 cleaners (e.g. Harpic) or other acidic substances. Where possible a safer alternative product will be obtained and used.
5. Stepladders which are used to gain access to heights must be in good condition and free from defects.
6. All electrical cleaning equipment must have been wired up by a qualified person. Any deterioration in electrical conditions or wiring must be reported immediately.
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 must report**
  - Structural faults which appear dangerous
  - Floor coverings, etc. which cause a trip hazard.
  - Faulty gas, electric, paraffin fixtures, fittings or equipment.
  - All accidents, however small, should be reported.
- 9. You SHOULD NOT:**
  - Attempt to repair gas, electric, paraffin fixtures, fittings or equipment.
  - Attempt to move obviously heavy furniture alone.
- 10. You SHOULD:**
  - In the event of having to stand on something to reach windows, etc. do ensure the object on which you will stand is solid and reliable.
  - Dispose of aerosol cans in the recommended way.
  - Dispose of soiled materials in sealed bags.

#### *Appendix IV: LIFTING AND HANDLING*

1. The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused 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 fingertips.
- c) Keep the back straight.
- d) Tuck the chin in.
- e) Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.
- f) Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
- g) Avoid pinching 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.

#### *Appendix V: NOTICE TO CONTRACTORS*

For Comberton Parish Council to comply with Health & Safety Legislation, all outside contractors employed to do work on Council premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:

1. 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 and welfare of any of the relevant statutory provisions.
2. Employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises 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. 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 (amendments), and relevant statutory provisions.
4. 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.
5. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Clerk to order such a stoppage.
6. 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 involving you or your employees.
7. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

8. Contractors must supply a copy of their Risk Assessment and Method Statement for each task undertaken on behalf of the Parish Council and a Risk Assessment for each and every piece of equipment used in completing each task.

Document History		
Status	Date	Version
Drafted by A Bridges	June 2021	1.0
Draft to Council for debate	July 2021	
Approved by Council	July 2021	
Review Date	July 2023 or on change of legislation	
Re-paginated by Cllr Elleray	August 2021	1.0p