

# Hartshill Parish Council Health and Safety Policy



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## **1. Policy Statement**

Hartshill Parish Council (HPC) recognises its responsibility, in so far as it lies within its power, to ensure the health, safety and welfare at work of all employees and also to ensure the safety of volunteers and the general public whilst on its premises. It is our intention to make every reasonable effort to provide safe and healthy working conditions and to prevent fire and other damage.

Every member of HPC and its volunteers should be aware that under the Health and Safety at Work Act 1974 (HASAW) it is their responsibility to take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work;

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## **2. Our Responsibilities under the Hasaw Act 1974**

The initial and over-riding responsibility lies with HPC, and they recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions, which are safe, healthy and comply with all statutory requirements and codes of practice. Under the HASAW Act 1974, the Chairperson has to ensure that there is a proper approach to safety at all levels of management and will monitor the safety policy on a regular basis. The Council will be informed of health and safety matters to ensure that sufficient resources are available to provide any health and safety equipment, personal protective equipment and training where appropriate. Moreover, information and training for employees and volunteers will be provided in order (as far as is reasonably practicable) to achieve and maintain a high standard of this Health & Safety Policy.

All staff/volunteers need to be aware that health and safety is as much a part of their jobs as any other feature of their work. They should familiarise themselves with the relevant legal obligations. All staff/volunteers have a responsibility to do everything they can to prevent injury to themselves, their fellow employees/volunteers and others affected by their actions or omissions at work. They are expected to follow the organisation's procedures in particular, to report any incidents, which have or may have led to injury or damage.

All staff/volunteers should ensure that they use any equipment provided in accordance with the training and instruction that they have received, inform their supervisor about any serious or imminent danger, and also report any shortcomings that they see in the protection arrangements. If a supervisor or manager is not available, an employee/volunteer may stop work and immediately proceed to a place of safety in the event of being exposed to serious, imminent and unavoidable danger. Any employee/volunteer who is faced with such a conflict between the demands of safety and his or her job should raise the matter as soon as possible with a supervisor/manager after the danger has ceased or has been dealt with.

Staff/volunteers should be prepared to undertake training programmes to enhance or update their understanding of health and safety awareness and skills.

- It is the responsibility of all staff/volunteers to report immediately or rectify any unsafe working conditions.
- The HASAW Act 1974 places a duty on all staff/volunteers to observe all rules of safety and conduct and to use the safety equipment provided in their own interests as well as those of HPC and to take maximum care of such equipment.

### 3. Accident Record

- In the event of an accident causing injury you must ensure that the injured person is being cared for and sends immediately for a manager/supervisor/first-aider DO NOT MOVE THE INJURED PERSON unless they are in imminent danger.
- CALL AN AMBULANCE
- Report the full details of any accident to the duty manager/supervisor/group leader who will record the incident in the accident book, which is located in the kitchen of the Community Centre. The record will be sent to the Council. The accident will be reported to the inspecting authority as and when necessary.
- Any “near miss” incident that occurs should also be reported to your manager/supervisor/group leader who will be responsible for making a report to the Centre Manager/Council
- HPC will investigate all accidents. A report will be made to centre manager who will ensure that necessary action is taken to prevent recurrence.
- HPC will regularly review the records of accidents and damage to property so that any necessary corrective action can be taken.

### 4. First Aid

- The First Aid Box is located in the kitchen of the community centre.
- HPC has decided that a first-aider is not required in the workplace, therefore the most senior member of staff on site at the time is the appointed first aider and will take charge of the first-aid arrangements. The role of this **appointed person** includes looking after the first-aid equipment and facilities and calling the emergency services when required.

<http://www.hse.gov.uk/pubns/priced/l74.pdf>

- First aid will only be given to any member of the public by HPC staff/volunteers or trustee, **on or off site**, within the training and experience of that staff/volunteer or trustee. If the injury is anything more than minor, i.e. a scratch, paper cut etc., the person must seek their own professional medical assistance.

### 5. Health

- It is the responsibility of the member of staff/volunteer to notify his/her manager/supervisor/group leader of any medical condition likely to involve risk to him/herself or colleagues at work.
- Toilet facilities are provided on the premises. It is expected that all members of staff/volunteers maintain a high standard of personal hygiene for health reasons, as well as having regard to colleagues and the overall image of HPC and its representatives.
- **Safety Guidelines**
- Please follow these guidelines at all times and put safety first. It is in your interest to do so:
- Always walk when on the premises, never run. Undue hurrying and forgetfulness

cause many accidents. Do not run down steps. Use handrails going down or up stairs.

- The Community Centre, Library and other facilities are strictly no smoking areas. Smoking is only permitted outside the building and it is your duty to ensure that all cigarettes are properly extinguished and disposed of appropriately.
- Good housekeeping and general tidiness makes safety sense. Keep the area around desks clean and uncluttered. Boxes, polythene bags and products are hazardous on the floor – pick them up!
- Make sure you are familiar with the fire procedures, positioning of fire exits and extinguishers etc.
- Look before moving work equipment, trolleys etc. – there may be someone behind you.
- Horseplay and practical jokes can be dangerous – think of the consequences before you act;
- Report all accidents to your line manager and record them in the Accident Book.
- Never interfere with or remove a guard on machinery – they are there for your protection!
- Operate only equipment with which you are familiar – in other instances ask for assistance from the appropriate person.
- The drinking of alcohol on the premises is strictly prohibited, unless the Chairperson of the HPC gives special permission on special occasions.
- Constant and prolonged keying in of data on VDU's etc., without a break has been found to be detrimental to the health of the operator. Try to vary your duties during the day so that any one period of continuous keying does not exceed 1.5 hours. Ten minutes of other duties at 1.5 hourly intervals has been found to be most beneficial to VDU operators in research carried out by the Health and Safety Executive.
- Ensure you are sitting comfortably and in the correct position – time taken to adjust your chair is time well spent.
- Ensure you have received training on how to lift anything you would not normally do in your everyday life.
- Always lift items in the correct manner e.g. with a straight back and knees bent. DO NOT attempt to lift anything that appears to be beyond your own physical capability.
- Folding tables and chairs should only be erected or dismantled by staff or volunteers who have received relevant training. At least two people should be involved at all times when moving, dismantling or erecting tables.
- Cleaning equipment and other chemicals should be adequately and appropriately stored.
- Electrical and telephone cords must not be allowed to lie uncovered on the floor and should be taped down, since they are major tripping hazards.

- Ensure that floor areas are well lit and free of obstruction.
- Spillages should be cleaned up immediately.

## 6. Electrical Equipment

Electrical equipment is normally safe, provided it is properly installed and regularly inspected.

Remember that water and liquids are conductors of electricity and their association with faults caused by, for example, damaged cables, flexes, plugs and sockets, the overloading of circuits and fuses, etc. would make the shock more severe.

Therefore, you should:

**NEVER** touch electrical equipment with wet hands; or move any portable electrical equipment without disconnecting it from the mains; or make electrical repairs or do other electrical work unless you are an authorised person.

**KEEP** electrical supply cables and flexes away from wet areas or from where they will be damaged by being walked over or knocked when moving equipment about.

**ALWAYS** switch off all equipment when not required, unless continuous operation is necessary; disconnect electrical equipment at night by removing the plug from the socket, again unless continuous operation is necessary and/or instructed otherwise; report defective equipment to their line manager.

## 7. Disciplinary Action

If you contravene the provisions of this policy, whether or not in doing so you place the health and safety of yourself or others at risk, you will be disciplined and if appropriate, dismissed.

### Additional Clauses

In the event of the above, employees/volunteers should either orally or in writing refer the matter to their manager/supervisor/group leader.

If the employee/volunteer is dissatisfied with the outcome or in the event of there being a danger of death, serious imminent danger or health risk, staff/volunteers should stop work and immediately leave the workplace and proceed to a place of safety. The matter should be reported as soon as possible to the manager/supervisor/group leader who will investigate and determine what action should be taken.

After the investigation, the employee/volunteer will be informed that either:

- The organisation has so far as reasonably practicable eliminated the danger and employees/volunteers must resume normal working, or
- The organisation does not consider the matter constitutes a grave risk to health or safety, and employees/volunteers must resume normal working, or
- The organisation will undertake further investigation and may, if necessary, obtain expert opinion. Employees/volunteers will then be suspended whilst the

investigation takes place.

- Refusal to resume normal working when instructed will be a breach of discipline. The matter will then be dealt with under normal disciplinary procedure.

This policy will be reviewed or when there is a change in circumstances, in work practices or the introduction of new legislation.

Reviewed 2012, 2014, 2017, 2020