

Airmyn Parish Council Health and Safety Policy

1. Airmyn Parish Council (APC) recognises and accepts its responsibilities for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and other person who may be affected by their activities. This includes any committees and subcommittees to the APC such as the Airmyn Community Association (ACA).
2. Airmyn Parish Council will meet its responsibilities under the Health and Safety at Work, Etc. Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil their commitment.
3. Airmyn Parish Council will seek as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Parish Council's responsibilities for ensuring safe working conditions.
4. This policy will be reviewed annually.

Aims of the health and safety policy

To provide as far as is reasonably practicable:

1. A healthy and safe place of work and working environment.
2. Arrangements for considering, reporting and reviewing matters of Health and Safety within the Parish, including regular risk assessments of working activities.
3. Systems of work that are safe and without risks to health.
4. Obtain specialist technical advice and assistance on matters of Health and Safety when necessary.
5. Give sufficient information, instruction or training for employees, contractors and voluntary helpers to carry out their work safely.
6. Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

AIRMYN Parish Council, January 2015

Responsibilities for carrying out the health and safety policy

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

1. Keep informed of relevant Health and Safety policy legislation and guidance information.
2. Advise the APC on the resources and arrangements necessary to fulfil its responsibilities under this policy.
3. Follow agreed arrangements to implement this policy.
4. Ensure that matters of Health and Safety are on the agenda for meetings of the APC and ACA.
5. Ensure that suitable and sufficient risk assessments are undertaken of working practices, with subsequent review and consideration for any necessary corrective/protective measures. Liaising with contractors to supply written risk assessments and method statements prior to starting their works.
6. Maintain a file of APC activities for risk assessments and safe systems of work.
7. Make effective arrangements to ensure those contractors or voluntary helpers working for the APC comply with all reasonable Health and Safety requirements.
8. Ensure that all contractors directed to the APCs Health & Safety Policy on its website. www.airmynpc.org.uk.
9. Ensure that activities by the APC do not jeopardise the health and safety of its Parishioners or members of the public.
10. Maintain a central record of all accidents or hazardous incidents, to take immediate action to prevent a recurrence and complete the necessary accident reporting documentation, ensuring a subsequent investigation is carried out.
11. Act as the contact and liaison point for the Health and Safety Executive and East Riding of Yorkshire Council as an enforcing authority.
12. Ensure that employees and volunteers for the Parish Council have access to the training as identified during the risk assessment process.

All employees, contractors and voluntary helpers will:

1. Cooperate fully with the aims and requirements of this Health and Safety Policy and comply with legislation, Codes of Practice or APCs work instructions.
2. Take reasonable care for their own health and safety and others who may be affected by their actions, using appropriate risk control measure such as personal protective clothing and, where appropriate, ensure that appropriate first aid equipment is available.

3. Not intentionally interfere with, remove or neglect safety guards, safety devices or other equipment provided for health and safety. This includes refusing to use health and safety equipment provided to them to ensure safe working practices.

5. Not misuse any plant, equipment, tools or materials so as to cause risks to personal or public health and safety.

6. Report any accidents, near miss or hazardous incidents to the Clerk, as soon as is reasonably practicable within the first 24 hours.

Arrangements for this Health and Safety Policy.

These arrangements for health and safety enable the APC, its employees and volunteers to plan organise and control the health and safety within their workplace.

Management of Health and Safety at Work

The APC and ACA will undertake or review risk assessments of the significant hazards present to all workers/volunteers/contractors and members of the public, accessing its equipment, premises and will keep in file significant findings. The aforementioned will only be effective if persons contribute to the risk assessment in their area. These records will represent an effective statement of the hazards and risks levels involved. The APC and ACA will take relevant actions to eliminate or alleviate the risks and protect health and safety, (so far as is reasonably practicable) which will involve consultation and communication with interested parties through scheduled monthly meetings and the use of a noticeboard.

Work at Height

Work at height will be risk assessed with a view to reducing the resulting risks. When it is not reasonably practicable to undertake work in any other way, the use of MEWPS/scaffold will be hired for any work not of short duration and the work undertaken by competent persons.

All equipment used for work at height will be inspected by a competent person as per the legal requirements. Documentation for these inspections will be stored for future reference.

- a. Currently step ladders are the only items which are used for work at height and users will not exceed 20 minutes of light work at any time. The user is expected to undertake an inspection of such ladders to ensure they are safe for use before accessing them.
- b. Duties undertaken within the Clock Tower must follow lone working procedures and the risk assessment which highlights the mandatory wearing of a safety harness, with a visual inspection to be undertaken before donning to ensure there are no fraying or brittle components.

Lone Working

A lone worker is a person who works 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 at more risk than other employees, although such activities may require extra risk control measures. Precautions should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents.

Employees who come into contact with members of the public could be exposed to verbal abuse or even threats of violence. Whilst such occasions are rare, all employees/volunteers will be briefed in managing conflicting situation by dynamically assessing the situation and employing suitable responses.

- a. Employees or volunteers are required to ensure that the Clerk or other nominated person knows where and when they are working. This is manageable through an allocation of hours/duties or implementation of a pre-determined communication procedure to monitor any lone working.

- b. A reporting procedure to monitor employees during their working hours. In the first instance this will be done between the clerk and the employee, unless that employee is the clerk, and a secondary control measure of relatives/ friends being responsible for monitoring the individual by communication.
- c. When lone working in a building, lock the entrance door with key for personal security.
- d. Make the Clerk or Personnel Committee aware of any health conditions that may affect their work so effective emergency procedures can be put in place.
- e. Provide “next of kin” contact details who would contact the Clerk or nominated person should that person not return from work

Control of Substances Hazardous to Health (COSHH)

A delegated trained person will carry out a suitable and sufficient COSHH Assessment on all hazardous substances used in accordance with the COSHH Regulations. A register of all substances that are a hazard to health will be held in the COSHH file, together with the assessments, material safety data sheets and control procedures, held in the hall office. Wherever possible it is the intention to substitute a hazardous substance 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 fire proof cupboards.

Fire Safety

In accordance with the Regulatory Reform (Fire Safety) Order, fire risk assessments are undertaken by a responsible and competent person to identify necessary precautions, prevention and arrangements regarding fire in the Hall.

The Fire procedures and instructions for evacuation will be displayed in the hall.

The Clerk is responsible for ensuring that all fire prevention and fighting equipment is maintained, and that regular fire drills are carried out, and records on all maintenance and fire drills to be kept up to date in the hall office.

Special arrangements will be in place for the safety of employees, visitors and contractors with special needs such as hearing difficulties or ambulant disabilities. This responsibility will be delegated to the Hall hirer for their activities.

Employees will be trained on the selection and use of firefighting equipment. This responsibility will be delegated to the Hall hirer on booking.

All employees/volunteers should take action and raise the alarm in the event of an emergency. For example;

- Any fire not contained immediately by use of fire extinguishers.
- The collapse of any structural parts of a building
- A bomb threat

- Serious injury to a person which could result in loss of life, limb or incapacity
 - Threat of personal injury or assault
- a. The Clerk acting as the appointed fire marshal will take a roll call of all employees, visitors and contractors in the event of a fire at the Hall. This duty will be delegated to Hall hirer for their own activities.
 - b. All employees, visitors and contractors will assemble at the assembly point whenever a fire alarm is sounded; no one is to leave the assembly point until given permission by a Fire Marshal.
 - c. Should an employee not be available to coordinate the evacuation the Hall hirer will be required to make contact with the Clerk or the Caretaker to inform them of the evacuation, to enable safety checks and resetting of the fire alarm to be undertaken.

Do not leave it to somebody else, as any delay could have serious consequences.

Control of facilities

Contractor induction

Hall “users” will be briefed to include opening of fire exits, notification of any faulty facilities/equipment, used fire extinguishers, first aid boxes etc and shown a reporting form which can be filled in and left for a member of staff/Clerk to action.

Visitors & Control of Contractors

All contractors must report to the Clerk, where they 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 ensure the safety of the APC/ACA employees/volunteers and member of the public working or moving about in the vicinity, as well as the contractors own employees.

Contractors will also be expected to inform the Clerk of the works of any hazardous substances, flammable materials/liquids, electrical power tools/cables, scaffolding, vehicles, etc which may be necessary to bring onto the Hall or Parish sites to carry out the work. This will enable the Clerk to monitor those current statutory requirements and safe systems of work are operational. Upon leaving, they will be requested to record the time of leaving.

Receive RAMS, Health and Safety Policy for the job during tender/pricing stage.

Smoking & Alcohol and Drugs

No smoking is allowed in the Hall. A smoking ban in England, making it illegal to smoke in all enclosed work places in England, came into force on 1 July 2007.

Alcohol and Drugs

At no time is the consumption of alcohol or the use of drugs allowed during “working” hours without the consent of the APC. All members of staff/volunteers are reminded that the use of alcohol and drugs in their own time can still affect their actions later at work and therefore put themselves and others at risk of injury.

Accident Reporting

Any incidents, no matter how trivial are to be reported to the Clerk, who is responsible in the first instance for investigating all accidents, with the aim to prevent a reoccurrence.

- a. An accident book will be kept with the First Aid box in the Hall and this should be completed by the allocated First Aider or Hall hirer.
- b. Investigation and reporting of all accidents and any that involve RIDDOR or an absence of over seven days' due to incapacitation, but excluding the day of the accident. It is the responsibility of the Clerk who will record details of the RIDDOR and inform the appropriate authorities as per the current legislation.

First Aid

First Aid equipment and 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 during inductions and information is on the notice boards.

- a. A first Aid box will be kept in the office in the R. L Walker room and the caretaker will ensure that the First Aid boxes are correctly stocked and contents in date.
- b. Trained First Aiders are not permitted to store or administer any medicines or drugs.
- c. The Hall hirer will have responsibilities for the provision of first aiders and first aid supplies for their activities.

Personal Protective Equipment (PPE)

All supplied PPE will meet CE standards and be suitable for the activity as defined in the risk assessment.

- a. All PPE supplied must be used, maintained, cleaned and safely stored by the user.
- b. Defective and damaged protective equipment must be reported to the Clerk and a replacement obtained before recommencing the task.
- c. APC reserves the right to charge for misused or repeatedly lost PPE.

Safety Training

APC/ACA are responsible for ensuring all staff/volunteers are appropriately trained to allow them to carry out their jobs without 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 agencies.

Risk Assessments Monitoring, Auditing and Reviewing

The Clerk will review this policy on an annual basis or due to change in legislative requirements.

Physical assets of the APC/ACA will be inspected at regular intervals and APC procedures will be audited on an annual basis, making sure that all procedures are currently up to the relevant legislative requirements.

Any matters arising from the above points will be discussed at Committee Meetings and appropriate actions carried out.

Playground – the play area adjacent to the hall will be inspected weekly by the caretaker to ensure that rubbish and unsuitable objects are removed. Equipment or fencing defects will be reported to the Clerk on the day of finding for repairs to be actioned.]

Risk Assessment Process

Strategies for the prevention and control of exposure to identified hazards will be prioritised based on the risk rating. Prevention and control measures should reduce the risk as far as is reasonably practicable taking into account the severity of potential injury or environmental exposure, available finance and resources.

In accordance with the Management of Health and Safety at Work Regulations 1999, the APC/ACA will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance and reviewed annually or on change of circumstances.

Electricity

In accordance with the Electricity at Work Regulations 1989 the Clerk will ensure electrical risks are assessed and controlled by the use of:

- a. Inspections and testing of portable electrical appliances owned by the APC/ACA by a competent person.
- b. Users of portable electrical equipment to undertake user visual inspections to ensure the equipment is safe before use. Reporting of faults to the Clerk in the first instance.
- c. 5 yearly statutory inspections and testing of fixed installations within the Hall.
- d. Power tools to be used outside by contractors are of low voltage and must be stringently inspected and maintained.
- e. Prohibition of any employee/volunteer to access live electrical installations.

Manual Handling

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

The risk assessment will be reviewed in the event of the task no longer being valid or if there is sufficient change in the manual handling operations.

Control of Asbestos Containing Materials (ACM)

APC/ACA will assess and control health risks from exposure to asbestos in accordance with the Control of Asbestos Regulations 2012 to prevent employees/visitors and contractors from exposure to ACMs.

To achieve this, the ACA is responsible for:

- a. Assessing the proposed work area for ACM's (presuming materials contain asbestos unless there is strong evidence provided that they do not) and determining the risk of anyone being exposed to fibres from these materials. This will also include potentially contaminated land.
- b. Ensuring a record of the location and condition of the ACMs, or presumed ACMs, is made available and is communicated to all employees prior to commencement of any works;
- c. Prepare a plan setting out how the risks from the materials are to be managed;
- d. Take the necessary steps to put the plan into action;
- e. Review and monitor the plan periodically; and
- f. Provide information on the location and condition of the materials to all employees and contractors who are liable to work in the vicinity of the materials or whose work is likely to disturb them.

Stress, Violence & Bullying

Stress is recognised and that situations may arise, through work, or through personal emotional factors, that may cause undue stress and affect a persons health and safety. Therefore it is important these factors are discussed with the Clerk/Personnel Committee.

Violence & Bullying

APC/ACA has a zero tolerance of verbal and physical acts of violence and abuse, therefore violence or bullying will not be tolerated from any member of the Council, staff or public. Acts of physical violence are reportable under RIDDOR as well as being a criminal offence and reportable to the police. All acts of violence, whether physical or non-physical will be recorded and investigated and action taken as appropriate. Reports can be made in confidence to the Clerk or Chairperson of the ACA/APC.

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 taking regular breaks and hand exercises to prevent Repetitive Strain Injury (RSI) or Upper Limb Disorder (ULD).

Staff/volunteers who qualify as DSE Users are entitled to undergo an eye test with a registered ophthalmic optician or registered medical practitioner. This will enable both the user and APC/ACA opportunity to monitor any deterioration with eyesight.

- a. Currently the Clerk will undertake her own RA for home and within the Hall.
- b. Any problems should be reported (aches or pains) and remedial action should be taken/authorised.
- c. A eye test if requested will be paid for in full, by APC/ACA. A contribution will also be given towards the cost of any spectacles used specifically for VDU work.
- d. The request for a test and spectacles and health reports should be made via the Chair of the ACA.

Housekeeping

It is essential that all employees ensure that any waste materials are disposed of correctly and any housekeeping hazards are actioned, such as trailing cables do not become a hazard to others. All employees/volunteers can carry out inspection of the premises as they go about their daily tasks. Any hazard e.g. loose or frayed carpets in corridors, rooms or stairways, damaged fittings etc, should be reported to the Clerk for rectification.

Confined Space

APC/ ACA no person at work shall enter a confined space to carry out work for any purpose unless it is not reasonably practicable to achieve that purpose without such entry. Employees will not enter confined spaces unless trained to do so, no entry will be permitted without risk assessments/method statement and emergency plans in place.

Waste Management

Employees/volunteers should move any 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 an external lidded bins. If needles are found please contact the clerk or police immediately and do not touch it.

Contractors and hall hirers are to remove any waste created by their works. Advise that large amounts of waste should be disposed of at the contractors workplace.

Contaminated land

The Contaminated Land Regulations 2000 place a legal duty on the local authorities, to identify any contaminated land in their areas, and bring about its remediation. The regulations give councils powers to serve remediation notices requiring such remediation to be carried out. The Clerk requires any information on suspected contaminated land to be reported, which in turn will be reported to the East Riding Council for action.

Thermal Environment

The Workplace (Health, Safety and Welfare) Regulations 1992 lay down particular requirements for most aspects of the working environment. Regulation 7 deals specifically with the temperature in indoor workplaces and states that:

‘During working hours, the temperature in all workplaces inside buildings shall be reasonable. The law does not state a minimum temperature, but the temperature in workrooms should normally be at least 16°C or 13°C if much of the work is physical.

Outdoors working where this is unavoidable during adverse weather conditions then suitable personnel protective equipment will be supplied. Please discuss any PPE/clothing requirements with the Clerk for requisition.

Workplace Transport Safety

Employees/ councillors and volunteers who utilise their own car for business purposes, must ensure their insurance policy allows them to do so, that the vehicle is deemed roadworthy and they hold a full valid licence. They will be required to submit this as part of their declaration for mileage claims.

Noise

Under the Control of Noise at Work Regulations the current action level is 80 & 85 decibels (dB (A) - therefore any areas where noise exceeds the following guidelines must be reported to the Clerk and a risk assessment undertaken with suitable control measures put into place.

No work areas have been identified as having noise above the action levels currently.

For guidance:

If you have difficulty speaking to each other over approximately 2 metres, then a noise assessment could be needed.

Contractors will be expected to undertake their own risk assessment taking into account members of the public and install suitable risk control measures.

Provision and Use of Work Equipment and Portable Appliance Testing

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

All selected equipment will be suitable for the task and regularly maintained; persons to report any defects to the Clerk and discontinue using the machinery until otherwise instructed it is safe to do so. Record any defects identified during regular inspections.