

# **PAINSWICK PARISH COUNCIL**

## **HEALTH AND SAFETY POLICY**

### **Safety is everyone's responsibility and unsafe practices should be reported to The Clerk.**

**Health and Safety at Work Act 1974.** Often referred to as HASAW or HSW, this **Act** of Parliament is the main piece of UK **health and safety legislation**. It places a duty on all employers "to ensure, so far as is reasonably practicable, the **health, safety** and welfare at **work**" of all their employees.

**Management of Health and Safety at Work Regulations 1999.** Legislation. The **Regulations** were introduced to reinforce the **Health and Safety at Work Act 1974**. The MHSWR places duties on employers and employees including those who are clients, designers, principal contractors or other contractors.

**Note:** That other statutory regulations are also to be adhered to, for example if driving you MUST abide by the Highway code and Road Traffic Act.

The Town Hall Office is open: Monday, Wednesday and Friday mornings.

**Tel No 01452 812722**

**In case of emergencies please ring The Clerk on 07977560114.**

The Council is made up of 12 Councillors, The Clerk, Deputy Clerk, Handyman/Cemetery Manager, and Apprentice.

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**1. Employee Responsibilities** It is the responsibility of all employees to co-operate in the implementation of this Health and Safety Policy within their areas of influence. All employees have a legal duty to ensure their own safety and the safety of others (for example, colleagues, visitors, contractors) under the Health and Safety at Work Act 1974.

**Employees must therefore:**

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their working environment or occupation
- conduct themselves in an orderly manner in the work place
- refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to the Clerk
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

**2. Working Practices Employees**

- Must not operate any item of plant or equipment unless they have been trained and authorised (and abide by the training instructions given).
- Employees must make full and proper use of all equipment guarding.
- Employees must not clean any moving item of plant or equipment.
- Employees under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Employees must seek medical treatment for work related injuries and report to the Clerk.

- Employees must report to management any medical condition or medication which could affect the safety of themselves or others.

### **3. Contractors**

When working on our premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in “common areas”. To meet our legal obligations regarding contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely. Similarly, we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract. If you observe contractors who appear to be working unsafely then you should report this immediately to The Clerk. We will investigate and where necessary stop any work until resolved.

### **4. Health, Safety and Welfare**

The Council is committed to providing suitable health, safety and welfare facilities in line with current legislation, in particular the provision of:

- adequate maintenance of workplace and equipment
- appropriate ventilation, temperature control and lighting
- suitable cleanliness and housekeeping standards adequate workspace
- allocation properly designed workstations
- appropriate sanitary and washing facilities
- plentiful drinking water supply and cups
- seating with back rests
- first aid provision
- appropriate emergency, fire and evacuation equipment and procedures

The Council recognises these responsibilities are required for any work whether on a remote work site, at their usual workplace

### **5. Personal Protective Equipment**

The Council will provide personal protective equipment (PPE) when required. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum. Employees provided with PPE must: wear the PPE as instructed or where indicated by signage maintain it in good condition report any defects to The Clerk to ensure the PPE fits correctly, is comfortable and fully adjusted

## **6. Machinery Maintenance**

The Council will take all reasonable steps to ensure the safety of all employees maintaining the machinery as well as the safety of those affected by the maintenance work. The Council will liaise with the suppliers of all new machinery to establish how that machinery should be maintained safely. The Council will give sufficient information, instruction and training as is necessary to ensure the health and safety of all maintenance staff and any others affected by maintenance of the machinery. No employee must carry out any repair or operate any machinery for which they have not been trained.

## **7. Fire**

All Council properties will undergo an annual Fire Risk Audit. All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire. The Council does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so. Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points. Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so. Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

## **8. Asbestos**

The Council will protect employees and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed. If you notice any material that causes you concern or you become aware of any damage to asbestos material, you must report it immediately to The Clerk.

## **9. Gas Installations and Appliances**

The Council will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual. The Gas Safe Register (GSR), formerly CORGI, is the governing body approved by the Health and Safety Executive to register and monitor the activities of gas installation and use. Gas fitting operatives carrying out work on behalf of the Council will be registered with the GSR. No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.