

DUSTON PARISH COUNCIL

HEALTH, SAFETY & WELFARE
POLICY AND PROCEDURES

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HEALTH & SAFETY POLICY

Statutory Undertaking

In accordance with our duty under Section 2(3) of the Health and Safety at Work Act 1974, and fulfilling our obligations to employees and other persons affected by our activities, DUSTON PARISH COUNCIL has produced the following statement of policy in respect to health, safety and welfare.

Policy Statement

The health, safety and welfare of employees and other persons affected by the Centres' activities are of prime importance to us and are regarded as essential elements in the effective operation of the Centre.

The responsibility for safety at work rests with everybody and the Centres' Management will ensure that its policy is implemented throughout the organisation. Specifically management will ensure:-

- The working environment for all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work.
- The provision and maintenance of plant, equipment and systems of work that are without risks to health.
- Arrangements are in place for the use, handling, storage and transport of materials for use at work that are safe and without risk to health.
- Persons not in our employ but may be affected by our activities are not exposed to risk to their health, safety & welfare.
- Information, instruction, training and supervision are provided as necessary to secure the health and safety of all employees.
- Arrangements and facilities are in place to enable all employees to raise matters of health and safety with management.
- There is suitable provision for safe access and egress to all areas.
- Sufficient resources are allocated to ensure the full implementation of this policy

The Centre requires all employees to comply with this policy and in particular to exercise care for the health and safety of themselves and others who may be affected by their acts or omissions.

The DUSTON PARISH COUNCIL Health and Safety Policy and the information contained herein will be reviewed on an annual basis and updated as necessary to incorporate changes in legislation or centre procedures.

Signed on behalf of DUSTON PARISH COUNCIL

Gary Youens (Parish Clerk)

Date

SMOKING POLICY

Purpose

This policy has been developed to protect all employees, customers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006.

Exposure to secondhand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy

It is the policy of DUSTON PARISH COUNCIL that all of our workplaces are smoke free and that all employees have a right to work in a smoke free environment.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers and visitors.

The company will only permit smoking only in a fully open environment, where non smokers are not working in the immediate vicinity to be affected and strictly where site rules do not specifically prohibit smoking.

Implementation

Overall responsibility for policy implementation and review rests with the company management. All staff is obliged to adhere to, and facilitate the implementation of the policy.

Management shall inform all existing employees, consultants, customers, visitors and contractors of the policy and their role in the implementation and monitoring of the policy. The Company also has to give all new personnel a copy of the policy on recruitment/induction. Appropriate 'No smoking' signs will be clearly displayed at the entrances to and within the premises.

Non-compliance

Failure to comply with this policy will result in disciplinary action being taken and ultimately possible dismissal. Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

Help to Stop Smoking

The NHS offers the following free services to help smokers give up:

Call The NHS Smoking Helpline on 0300 123 1044 to find your local service or text 'give up' and your full post code to 88088.

Signed Gary Youens (Parish Clerk)

Date

DRUGS & ALCOHOL POLICY

DUSTON PARISH COUNCIL must provide a safe and health working environment. It recognises that this can be put at risk by those who misuse drugs or alcohol to such an extent that it may affect their health, performance, conduct and relationships at work. The policy which applies to all employees aims to:

- Promote the health and well-being of employees and to minimise problems at work arising from the effects of drugs and alcohol.
- Identify employees with possible problems relating to the effects of drugs or alcohol at an early stage.
- Offer employees known to have drugs or alcohol related problems affecting their work referral to appropriate source of diagnosis and treatment if necessary.

The policy does not apply to an employee who commits a clear breach of company rules due to overindulgence of alcohol on one or more occasions. In these cases action will be taken under the company's disciplinary procedures as appropriate.

Arrangements.

The company will in consultation with the workforce:

- Advise all existing employees and all persons starting work of the risks to health arising from the effects of drugs and alcohol.
- Encourage employees who may have drug or alcohol related problems which affect their work to take advantage of the company's referral procedure for diagnosis and treatment.
- Enable supervisors and managers to identify job performance problems that may be attributable to the effects of drugs and alcohol.
- In cases where the effects on work by the misuse of drugs and alcohol is confirmed or admitted agree upon a programme of treatment in consultation with the company appointed medical advisor and the employee.
- Instruct the appointed company medical advisor to co-ordinate and monitor and if necessary participate in the treatment which may involve recourse to a GP, counsellor, hospital department or in patient care.

The company will establish rules relating to an employee who is found to have misused drugs or alcohol or admits to the same. The policy rules may cover:

- Disciplinary action for refusal to accept help
- Conditions for accepting treatment
- Future employment if treatment proves to be unsuccessful
- Observation of medical confidentiality
- Effects on pensions, benefits and employment rights.

Rules

The effects of drugs and alcohol can create serious health and safety risks, therefore the following rules should be adhered to:

- Do not come to work under the influence of drugs or alcohol
- Do not bring alcohol or non-prescribed drugs onto company premises
- Check with your doctor or pharmacist about the side-effects of prescribed medication.
- Never drive or operate machinery when under the influence of drugs or alcohol
- Offer support and advice to colleagues who you suspect of suffering from drugs or alcohol abuse
- Ask for assistance if you feel that matters are beyond your control.

Signed Gary Youens (Parish Clerk)

Date

CHILD & ADULTS AT RISK PROTECTION & SAFEGUARDING POLICY

DUSTON PARISH COUNCIL fully accepts its role and responsibility in safeguarding children and vulnerable people. This policy applies to all staff, councillors, volunteers and contractors. This policy is vital to the Council's role as an owner, provider and operator of children's play areas including any other facility the council provides. However, any agency working with children and vulnerable people within any facility the Council provides has full responsibility to ensure the users are safeguarded.

Key Elements of the Policy

DUSTON PARISH COUNCIL's primary aim is to ensure as far as possible that children and vulnerable people are safe and secure in any facility or environment it provides.

DUSTON PARISH COUNCIL shall ensure that anyone employed by the Council shall be appropriately checked for suitability when working with or around children and vulnerable people by ensuring that where appropriate staff are DBS checked to a standard disclosure.

DUSTON PARISH COUNCIL shall ensure that all staff, Councillors, volunteers and contractors are aware of child protection and shall know the procedure to follow if there is a child protection issue.

DUSTON PARISH COUNCIL shall take advice and guidance from its local Safeguarding Children's Board, Every Child Matters and any other relevant body or agency.

DUSTON PARISH COUNCIL's Clerk has responsibility in ensuring that all staff, Councillors, volunteers and contractors are in receipt of this policy.

Signed on behalf of DUSTON PARISH COUNCIL

Gary Youens (Parish Clerk)

Date

ORGANISATION, RESPONSIBILITIES & DUTIES

The Centres' duties will, 'as far as is reasonably practicable' be:-

- To observe the requirements of the Health and Safety at Work etc. Act 1974
- To provide and maintain working environments, equipment and systems of work that are safe and without risks to health
- Arranging safe systems of use, handling, storage and transport of machinery, materials and equipment etc.
- To carry out risk and COSHH assessments in respect of all activities, bringing them to the attention of employees involved in those activities and preparing work instructions where appropriate
- To ensure that appropriate personal protective equipment (PPE) is provided, maintained and used as directed.
- To provide suitable and sufficient information, instruction, training and supervision so as to ensure the health and safety of employees and others affected by our activities.
- To consult with employees on safety matters.
- Provide adequate first aid arrangements and welfare for employees whilst at work
- To comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations.
- To ensure that all appointed contractors comply with this Policy and that they are to give sufficient information relating to hazards that are relevant to their work.
- To ensure that the Regulatory Reform (Fire Safety) Order 2005 is complied with.
- To ensure that satisfactory levels of resources are allocated to ensure the implementation of this health and safety policy.

Chain of Responsibility:-

The overall responsibility for health and safety at the DUSTON PARISH COUNCIL lies with the Parish Clerk.

The Parish Clerk has appointed Safety Advisors, GD Safety Systems, who will advise on health and safety matters when requested by the Centre. The day to day management of health and safety within the premises is delegated to the Facilities Manager/Operations Manager.

Operations Manger

The responsibilities of the Parish Clerk are;

- To provide a visible management commitment to higher standards of health and safety,
- To monitor the effectiveness of this Policy and to make revisions as necessary.
- To ensure all Centre employees and all persons having an interest, are made aware of this Policy and understand their individual duties and responsibilities.
- To analyse safety data arising from safety advisers' site inspection reports and any accident or dangerous occurrences, near miss reports. To ensure that all accidents and incidents are recorded, investigated and reported as required by RIDDOR.
- To ensure all employees receive adequate and relevant training and that records of training are maintained.
- To ensure that documentation, registers and certificates are maintained and that notification and reporting procedures are carried out.
- To monitor that adequate financial arrangements are being made to meet statutory requirements.
- To ensure that the management of health and safety within the Centre is periodically audited.
- To assess the suitability of subcontractors to work with the Centre.

EMPLOYEES

- To comply with this Policy and with risk assessments and safe systems of work appropriate to their work activities.
- To comply with all warning notices regarding site safety.
- To only use suitable work equipment for which they are trained and authorised to use.
- To report defects in equipment to Management
- To use Personal Protective Equipment provided as appropriate or directed.
- To report any accident, dangerous occurrence or near miss to Management.
- To take care of the safety of themselves and others who may be affected by their work
- To avoid improvised arrangements and suggest safe ways of eliminating hazards.
- To inform their employer if they suffer from any allergy, health problem or are receiving medication that is likely to affect their ability to work.

SAFETY ADVISOR DUTIES

- To advise the Centre Management on safety matters.
- To carry out workplace inspections when required. To notify Centre Management of all defects found and provide a written report.
- To discuss and advise on matters affecting health, safety and welfare.
- Immediately to contact the Parish Clerk if situations are found that, in the opinion of the safety adviser, are dangerous enough to warrant the stopping of any activity.
- To advise of safety training requirements for new starters and all other employees.
- In accordance with the agreed criteria, to carry out investigations into and report on, accidents, dangerous occurrences and near misses.
- To check site documentation is being completed correctly and where necessary to ensure that risk assessments and method statements are available.

YOUNG PERSONS

A 'young person' is someone who is under 18 years of age. Management will ensure that where a young person is employed, a specific risk assessment of them will be made before they are permitted to commence work.

A 'child' is someone who is not over compulsory school age. We will ensure that where a Child is employed, the content and conclusion of the risk assessment will be communicated to a person having parental responsibility/rights for that child.

Where the young person is on a 'relevant' scheme i.e. work placement, then the placement organisation will be involved in the assessment process.

NEW EMPLOYEES

All new employees will undergo induction training on their first day of employment. Induction training is to include but not restricted to the following:

- Centre Health & Safety Policy and procedures
- Employee Health Assessment
- Issue of PPE
- Details of any hazards associated with the work to be undertaken

SUBCONTRACTORS

Prior to the commencement of any works at the Centre, Contractors will be required to signify that:

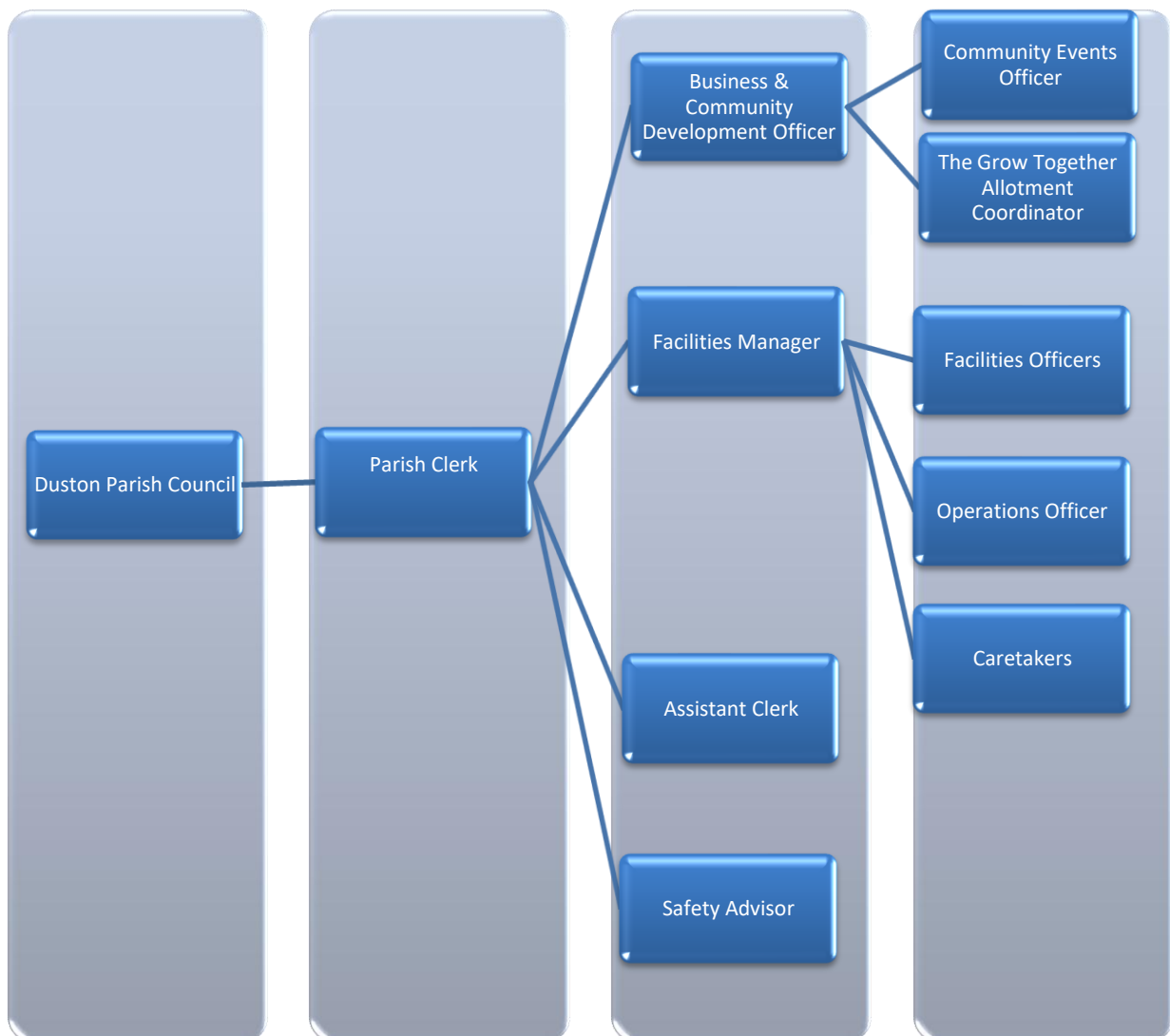
- They are conversant with the Health and Safety at Work Act 1974 and Approved Codes of Practice.
- They will conduct their activities in accordance with the requirements of this Safety Policy.
- They will observe the special requirements relating to young persons and vulnerable persons

- They will submit risk assessments, COSHH assessments and where necessary, method statements as required before their intended start date on site.
- They accept that operations requiring method statements will not be permitted to commence, until the statements have been received and approved.
- They will provide evidence of training and certificates of competence, as required.

When on site Contractors will be subject to a brief induction by a member of the Centre Staff. This induction will include but may not be restricted to:

- Site Rules
- Site security arrangements
- Fire, emergency and first aid arrangements
- Access restrictions
- Asbestos register
- Verification of contractor documentation and competence
- Sign an inductance log (Appendix A)
-

ORGANISATION CHART



ARRANGEMENTS FOR CARRYING OUT THE POLICY

1. General

The Centre Management will issue to all employees a copy of its Health and Safety Policy and a register will be kept of all people who have received it and signed for it. (Appendix B)

Subcontractors will be engaged on the condition that they agree to abide by the Centre Health and Safety Policy. A copy of the Centres' Health and Safety Policy will be maintained and posted for information. In addition any statutory notices will also be displayed on site.

2. Safe Systems of Work

The Centre will make an assessment of significant risks to the health and safety of employees and others who may be affected by work activities, including user groups, contractors, part time/temporary staff and the general public.

- Significant hazards will be recorded in writing and those groups of employees or others especially at risk will be identified.
- Procedures and systems of work will be specified for the elimination or minimising of the risks.
- Risk assessments will be reviewed and changed if circumstances have significantly changed.
- The provision of health surveillance where there is an identifiable disease or adverse health condition relating to the work concerned.
- The design and establishment of emergency procedures to be followed in the event of serious or imminent danger.
- Co-operate with contractors where work areas are shared and exchange information with them on protective measures and the risks associated with each other's activities, and pass this information to employees who may be affected.
- Provide training, and periodically repeat it, for employees in regard to:
 - a) The duties and tasks assigned to them.
 - b) Induction on first being employed.
 - c) Changed work processes or methods of work.

Employees also have statutory duties to:

- Use those things provided by the employer in compliance with the instructions and training given. This would include work equipment, dangerous substances, plant and safety equipment.
- Inform Management of any dangerous work conditions or any matter that is considered to be a shortcoming in Centres' health and safety arrangements.

Five steps to Risk Assessment

Management will follow five steps when carrying out a workplace risk assessment

- Look for and list the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide whether the existing controls are adequate or whether more should be done
- Record the findings
- Review the assessment on a regular basis and revise as necessary

Recording

The recorded assessment should be an effective statement of hazards and risks, which then leads management to take the relevant action to ensure health and safety. It is part of the Centres' overall approach to health and safety. (Appendix C)

Work Instructions

Where appropriate documented instructions for specific work activities will be produced and reviewed at regular intervals. Employees are expected to comply with the stated working practices within these instructions, any problems/concerns identified with these instructions should be brought to the attention of Management.

3. Information, Training, Consultation, Welfare & Working Time

Health and Safety Information

Copies of this policy shall be available to all Centre employees and other interested parties and a register will be kept of all people who have received it and signed for it. (Appendix B)

A duly completed copy of the Health and Safety Law poster will be displayed in a prominent position on site. A copy of the health and safety policy and employers liability insurance will also be posted.

We are advised by GD Safety Systems, who provides us with health and safety guidance, advice, support and information including training advice, site inspections, incident investigations and assistance with guidelines and procedures for the implementation of work place health and safety.

Training

Suitable and sufficient training will be provided to ensure that employees at all levels are:

- Aware of their health and safety duties and responsibilities
- Competent to operate specialist tools, plant and work equipment.
- Adequately inducted

Records of all training carried out will be maintained.

Consultation

Arrangements are in place for consultation on health and safety matters with employees as required by legislation. Initiatives from employees intended to enhance health and safety in the workplace are encouraged, and should be made through normal management channels. The Parish Clerk is available for consultation on any safety or health matter at any time.

Welfare

In accordance with the requirements of the Workplace (Health, Safety and Welfare) Regulations, the Centre will provide workplaces with adequate provision for their ventilation, temperature and lighting. Appropriate levels of cleanliness shall be maintained and arrangements for the disposal of any waste in accordance with environmental protection arrangements in place.

The Centre will provide suitable and sufficient sanitary conveniences and washing facilities as required for employees. Hot and cold running water, soap, towels and drying facilities will be in place. An adequate supply of wholesome drinking water will be provided. Suitable and sufficient facilities for rest and to take refreshments will also be provided.

Working Time Regulations

The Centre recognises that where employees work excessive hours, there is a risk to their health and safety. Therefore, procedures will be instigated to ensure that these regulations are fully complied with.

4. Safe Access & Safety Signs

Safe Access

So far as is reasonably practicable, the Centre will ensure that:-

- Safe and suitable access to and egress from the Centre will be provided and properly maintained to enable all employees, user groups and general public to reach their places of work/activity safely.

- Access routes shall be kept clear of obstructions, materials, cables and other tripping hazards. Lighting is to be maintained in good condition in all walkways and external areas of the Centre.
- Every place of work shall have sufficient working space and so arranged that it is suitable for any person working there.
- Temporary access issues (spillage, wet floors, temporary works) are clearly highlighted and the appropriate warning signs are displayed
- Access roads and car parks will be organised so that pedestrians and vehicles are segregated and can move about the site safely

Safety Signs & Signals

Where safety assessments have identified a risk, which cannot be removed, part of the control measure to reduce the risk shall be the use of safety signs that comply with The Health & Safety (Safety Signs and Signals) Regulations.

They consist of:-

Warning signs - yellow triangular signs	e.g. "Mind the step",
Prohibition signs - red round signs	e.g. "No Smoking", "No Parking"
Mandatory signs - round blue signs	e.g. "Fire door – keep shut"
Emergency signs - green rectangular signs	e.g. "First Aid", "Fire Escape Route"
Fire signs - red rectangular signs	e.g. "Fire Extinguisher"

5. First Aid

First Aid arrangements shall be in compliance with the First Aid Regulations and the associated Approved Code of Practice.

The Centre shall be provided with a first aid kit. The kit will contain (at least) the scale of equipment in accordance with the Regulations. All employees shall be advised of the arrangements that apply to the Centre and shall be included in the induction process for new employees.

Certain individual(s) will be nominated as competent first-aiders and will be given appropriate training. Notices shall be displayed in prominent positions indicating the location of the first aid box and the name of the appointed person. The appointed person shall ensure that contents are replenished as necessary including items which may have exceeded their shelf life.

Every employee is required to make sure he or she knows who the appointed first-aider is and where the First Aid boxes are located in his or her normal work location.

6. Control of Substances Hazardous to Health Regulations (COSHH)

Any material used, or encountered during work, which has the potential for harming health, will be subject to an Assessment carried out under the Control of Substances Hazardous to Health Regulations. Hazardous substances include:-

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents)
- Substances generated during work activities (e.g. dust, fumes)
- Naturally occurring substances (e.g. grain dust)
- Biological agents (e.g. bacteria and other micro-organisms)

When using or encountering such substances we will:-

- Establish whether the substance has an Occupational Exposure Limit (OEL) or a Workplace Exposure Limit (WEL)
- Assess the risks

- Decide what precautions are needed
- Prevent or control and monitor the exposure
- Carry out health surveillance if necessary
- Ensure our employees are suitably trained, informed and supervised
- Obtain and retain Data Sheets in respect of those substances

Relevant assessments will be provided to employees at the point of use. Operatives will ensure that precautions outlined in the relevant assessments are implemented.

Any equipment preventing or controlling exposure to hazardous substances will be maintained and tested periodically, and replaced as required.

Employees who are required to make appropriate use of such equipment must report any defects immediately.

7. Health Surveillance

Health surveillance may be undertaken for specified employees. Where necessary, the advice of a qualified Occupational Health Practitioner will be obtained. The staff concerned will co-operate and records will be maintained. All employees will complete a health questionnaire annually. (Appendix D)

The Centre will monitor operatives exposed to potential harm from activities or operations likely to result in them suffering conditions of:-

- occupational Dermatitis
- hearing damage
- hand, arm and whole body vibration syndrome
- musco-skeletal disorders
- damage to their eyesight
- exposure to asbestos

8. Asbestos Containing Materials

It is the policy of the Centre to ensure that, as far as is reasonably practicable, no persons are exposed to asbestos containing materials (ACMs) that may be present in any of the properties it owns, occupies or maintains. An asbestos survey has been carried on the premises and is available to employees and others working on site.

The Centre acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons from these hazards. This will be achieved by minimising exposure through the management of ACMs in the premises.

We shall ensure that anyone who is going to work with ACMs is trained properly and is supervised. We shall also ensure that everyone who needs to know about the presence of ACMs is alerted, and that no one will be allowed to start work that could disturb ACMs unless the correct procedures are employed.

9. Manual Handling

The Centre will endeavour to provide employees and sub-contract personnel with a safe and healthy working environment and recognises the importance of implementing the Manual Handling Regulations 1992. In all cases, a suitable and sufficient risk assessment will be carried out in accordance with the regulations and training will be given. All personnel are to:

- Avoid hazardous manual handling activities so far as is reasonably practicable.
- Assess any hazardous manual handling activities that cannot be avoided
- Reduce the risk of injury, so far as is reasonably practicable
- Provide or obtain information on the load to be handled

When considering how to deal with manual handling activities, we will ensure that the below factors are addressed:-

Duston Parish Council – Health & Safety Policy

- The task
- The load
- The working environment
- Individual capacity
- Make full and proper use of handling aids (sack barrows, trolleys etc.)

Employees should inform Management of any physical or medical condition that might affect their ability to undertake manual handling operations in a safe and controlled manner and inform Management immediately of any injury incurred through manual handling.

10. Personal Protective Equipment (PPE)

The Centre will ensure that suitable and sufficient protective clothing and equipment is provided, worn or used wherever there are risks to health and safety that cannot be controlled in other ways.

- PPE will be properly assessed before use to ensure it is suitable for purpose
- Employees will be consulted regarding its selection
- PPE will be properly maintained and stored
- Employees will be provided with instructions how to use it safely
- Used correctly by employees

Selected types of PPE will be compatible to other items that are in use, appropriate for the risks and where necessary, adjustable for the comfort of the wearer. PPE will be 'CE' marked and comply with the Personal Protective Equipment at Work Regulations.

It is the personal responsibility of employees to safeguard such items, reporting defects and using the equipment as required. Equipment issued to employees will be checked every 6 months by the nominated responsible person and recorded. A copy of the record will be maintained to the Head Office for action and filing.

Any items of protective equipment not issued to an individual will become the responsibility of each user to check its serviceability before and after use.

Any defective equipment is to be removed from use and reported to management immediately and repaired or replaced.

11. Fire and Emergency

Emergency Procedures

The Parish Clerk will ensure that all relevant legislation, Codes of Practice and other relevant statutory provisions will be complied with. This will include

- The completion of a Fire Risk Assessment for the premises. This document will be reviewed and where necessary updated at least annually.
- That emergency procedures and contingency plans are established for dealing with such risks.
- No smoking is permitted anywhere within the Centre buildings
- Ensuring that employees are familiar with and understand the procedures providing and training as necessary.

Arrangements in place as part of the emergency plan will be monitored on a regular basis.

- Alarm systems – tested weekly, inspected by a competent person at least annually.
- Emergency lighting & illuminated emergency signage – monthly
- Fire drills – annually
- Fire extinguishers – test and inspect annually by a competent person

Hot works will only be carried out under a 'hot work permit' scheme controlled by the Parish Clerk.

12. Work Equipment

Work equipment will be suitable and sufficient for purpose and comply with The Provision and Use of Work Equipment Regulations (PUWER). In particular we will: -

- Maintain equipment in efficient working order and in a good state of repair.
- Ensure that all equipment and plant is inspected as required with records of inspections kept.
- Ensure the use of any equipment will be restricted to persons who have received adequate training, information, instruction and supervision as necessary.
- Ensure that persons are protected against dangerous parts of machinery
- Ensure that equipment will only be used in a stable or stabilised condition
- Suitable and sufficient lighting to be available if necessary.
- Ensure appropriate personal protective equipment is provided and used.

13. Work at Height, Scaffolds & Towers, Ladders & Steps.

Work at Height

'Work includes moving around at a place of work.'

'At height' describes a place from which a person could be injured when falling from it, even if it is at or below ground level. Employees will avoid working at height, where it is reasonably practicable to do the work safely some other way.

When we are required to work at height we will ensure that:-

- The Working at Height Regulations are conformed with
- All work at height is properly planned, organised and supervised
- Work is carried out in a manner that is safe
- Falls will be prevented or, if not able to be prevented the consequences or distance of falling will be minimised
- Those working at height are competent and fit to do so
- Risks are assessed and appropriate equipment selected and used
- Objects, tools etc. are prevented from falling
- Risks from fragile surfaces are avoided or properly controlled
- Equipment used for working at height will be inspected and properly maintained
- Planning for emergencies and rescue will be made

Tower scaffolds will only be erected by trained, competent and authorised operatives as per manufacturer's instructions.

- No persons will be permitted to remain on tower scaffolds during the moving and repositioning of them.
- When moved they will be pushed via the narrowest side at the bottom of the tower.
- Brakes will be set when the tower is in use.
- The SWL of scaffolds and working platforms will be established, displayed and not exceeded.
- Materials will not be stored on working platforms so as to exceed the edge protection.
- All scaffold structures will be properly earthed where a risk of lightning strikes exists.

Ladders, Step ladders and podiums.

Ladders will be used primarily for access. If used as a work platform, ladders will only be used for light work of short duration and only after a risk assessment carried out under The Working at Height Regulations has demonstrated alternative methods are unsuitable.

When ladders are used they will be:-

- Used by trained and competent operatives only
- Subject of an inspection regime with records of inspections maintained
- Visually inspected by operatives before use
- Marked with a means of identifying them
- Class 1 Industrial Heavy Duty or Class 2 Light Trade
- In good condition and free from defects.
- Secured against movement.
- Pitched out to a 75° angle (4-1) with the reinforcement under the rungs
- Rise at least 1 metre above a landing place.
- Free from obstruction at their base area
- Used by only one person at a time
- Overhead cables will be identified and made safe when working at height

When using ladders operatives will:-

- Maintain three points of contact at all times
- Not use the top 3 rungs when used as a work platform,
- Not 'over reach'
- Not carry materials or tools when ascending or descending ladders.

When step ladders are used they will be:-

- As with ladders - suitable for purpose
- Used on safe, level ground
- Used for short duration and light work
- Properly 'set up' and not inclined against walls etc.
- Operative not to use top 2 steps and not to over reach

14. Confined Spaces Operations

A confined space can be described 'as a place that is substantially enclosed and there is a foreseeable specified risk'.

A specified risk means 'a risk of serious injury to a person arising out of fire, the loss of consciousness of a person due to an increase in body temperature, asphyxiation by gases or oxygen deficiency. The Centre will comply with The Confined Spaces Regulations 1997 and Approved Codes of Practice.

An Assessment of the work will be made.

- No entry into a confined space shall be permitted until we are satisfied that entry is safe.
- Only suitably fit and trained personnel will be used in these operations
- Constant and competent supervision will be provided at the scene of operations.
- Permit to work schemes may be applied.

15. Office Health & Safety & Display Screen Equipment

Office Health & Safety

All office based staff shall assist in minimising the risk of accidents, ill health and fire or other emergency within the office environment. Hazards will be minimised by:-

- Properly storing materials
- Protecting against or eliminating trailing electrical cables
- Closing filing cabinet drawers

- Keeping walkways and fire exits clear and unobstructed
- Where there is a risk of injury from manual handling, a suitable and sufficient risk assessment will be carried out and appropriate procedures established.
- Chemical hazards will be subject of COSHH assessments

Electrical hazards will be minimised by ensuring:-

- That all cables and connections are maintained in good condition
- Equipment is properly earthed and correctly fused,
- Sockets are not overloaded
- Water kept away from electrical installations
- Electrical equipment shall be subject to regular safety testing by a competent person.

Visual Display Equipment

Risk Assessments will be completed and should cover the following points:-

- Work station must have adequate lighting without glare or distracting reflections
- Adequate space to be provided to allow postural changes and leg room
- All work stations should be tailored to suit individual operators and records of training kept.
- Equipment provided must be appropriate to the task
- Work surfaces must allow for flexible arrangements
- Work chair to be adjustable and have 5 points of contact with the floor.
- Footrest to be provided if required.
- User to take frequent short breaks away from the screen area
- Eye sight test to be provided at request of user
- Damaged or faulty equipment will be taken out of use and reported to management

16. Electricity and Portable Appliances

Electric shocks can kill, damage equipment and can also cause fires.

The Centre will take all necessary actions to secure the health and safety of staff who use or maintain electrical circuitry or equipment in accordance with the Electricity at Work Regulations. Since electrical equipment is potentially hazardous, the Centre will undertake regular assessments to identify risks and reduce them as far as is practicable.

The fixed installation in the Centre will be inspected and tested every five years by a nominated competent electrician employed by the Centre and the appropriate safety certificate issued. All portable electrical appliances will be tested and inspected by a nominated electrician employed by the Centre at yearly intervals. No personal electrical equipment may be brought on to the premises unless the Centre has given prior approval and the equipment has been inspected before use. No electrical fault finding or repairs must be carried out by employees unless trained to do so.

These procedures also apply to any electrical equipment hired in for use in the Centre or brought onto the premises by user groups. It is the responsibility of Parish Clerk to ensure that all electrical testing is carried out at specified intervals.

The Centre will ensure that emergency and first aid procedures cover the actions to be taken in the event of electric shock or burns.

- Electrical equipment should be switched off, preferably at the socket when not in use.
- Never stand containers or cups of liquid close to electrical appliances.
- Any defects in electrical equipment must be immediately notified to Management and the equipment taken out of use until repaired. Only authorised persons are permitted to repair or alter electrical equipment.

- DO NOT try and make makeshift repairs to faulty equipment.
- In the case of an electric shock, do not touch the casualty until the current is switched off. If the current cannot be switched off, stand on some dry insulating material and use a wooden or plastic implement to free the casualty from the electrical source.

17. Accident Reporting & Investigation

Accident Reporting

All accidents, injuries or dangerous occurrences are to be recorded in the accident registers provided in each of the Centre's workplaces

Under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR), all fatal accidents and major injuries, dangerous occurrences, occupational diseases and accidents resulting in employees being off work for more than 7 consecutive days are to be reported.

Definitions:

- Major Injury – Fractures, amputation, loss of sight etc.
- Dangerous Occurrences – collapse of a load bearing part of lifting equipment, collision with overhead power lines, and contact with underground services. (These incidents may not result in injury but may have done)
- Occupational diseases – dermatitis, asbestosis, hepatitis.

Procedure:

Accidents resulting in death, major injury, admission to hospital are to be reported as follows:-

Report the accident to Centre Management immediately.

The responsible Director will inform the RIDDOR Incident Centre (0845 300 9923) or online at www.hse.gov.uk/riddor.

The responsible Director will send written confirmation using the form F2508 to the Incident Centre within 15 days.

The responsible Director will ensure that the accident has been properly recorded in the Centre Accident register and if appropriate instigate an investigation.

Accidents resulting in an employee being incapacitated for work for more than 7 consecutive days (excluding the day of the accident but including Saturdays, Sundays and recognised holidays) will also be reported to the RIDDOR Incident Centre in writing within 15 days. Occupational Diseases should be reported using the form F2508A with 15 days of confirmation.

Accident Investigation

It is the policy of the Centre to fully comply with RIDDOR. The Centre's management sees Accident investigation as a valuable tool in the prevention of future accidents. In the event of an accident resulting in injury a report will be drawn up by the responsible Director or a competent person appointed by the responsible Director detailing;

- The time, date and location of the incident.
- Details of the injured party – name address occupation etc.
- The circumstances of the accident including any photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eyewitnesses and copies of eyewitness statements.
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. The completed report will be analysed by management who will attempt to identify the root cause of the accident and what action needs to be taken to prevent recurrence. Follow up risk

assessment or safety inspections will be completed after a reasonable period of time to evaluate the effectiveness of any new measures adopted.

18. Policy Review

This policy will be reviewed annually and updated and re-issued as necessary.

19. REVISION RECORD

Revision	Date	Details of Change
1	09/11/12	New document issued.
2	24/08/15	Changes to Section 2 Organisation. Responsibilities of Operations manager added.
3	28/02/19	Changes to organisation chart, job titles and roles. Addition of new policies for Smoking, Drugs and Alcohol and Safeguarding.
3a	17/06/19	Organisation Chart amended.
4	31/01/20	Organisation chart amended following changes in structure.
5	12/12/22	Organisation chart amended following changes in structure.