



BITTON PARISH COUNCIL

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HEALTH & SAFETY POLICY

STATEMENT

The Health and Safety at Work Act 1974 and recent additional legislation places a legal duty on Bitton Parish Council to ensure, as far as is reasonably practicable, the health and safety and welfare at work of all employees and volunteers (including non employees, contractors and visitors).

To do this Bitton Parish Council will make sure that, as far as is reasonably practicable:

- All staff and volunteers are made aware of their individual responsibilities
- All staff and volunteers are given sufficient information, instruction and training to maintain their health and safety at work
- Equipment and ways of working are safe and without risk to health
- Arrangements are made for the safe use, handling, storage and transport of articles and substances at work
- Risk Assessments are carried out and reports detailing the findings are made available to staff and volunteers
- All relevant Health and Safety legislation is complied with
- The Clerk is designated as the nominated Health & Safety Officer for the Council.

Bitton Parish Council expects all its employees and volunteers to assist Bitton Parish Council to fulfil all its health and safety obligations by:

- Working safely and efficiently
- Reporting incidents and hazards that have led or may lead to accidents
- Following Bitton Parish Council's safely rules and procedures.
- Ensuring that adequate insurance cover is in place with the appropriate level of personal accident cover for staff members and volunteers with an appropriate insure in line with Bitton Parish Council's Insurances Policy.

MANAGERIAL ORGANISATION AND RESPONSIBILITIES

Introduction

This policy covers all employees and volunteers working for Bitton Parish Council on any of its premises or land and includes the provisions of the Equalities Act and the provisions of the Bitton Parish Council's Lone Worker Policy.

Bitton Parish Council will be responsible for:

- ensuring resources are adequate to maintain health and safety standards

- ensuring the Health and Safety Officer carries out safety duties adequately
- acting on reports and recommendations made by the Health and Safety Officer.

The Health and Safety Officer will be responsible for:

- ensuring all employees and volunteers receive adequate safety training
- ensuring that the Health and Safety policy is implemented, monitored and reviewed regularly
- working with the nominated person in investigating all accidents and incidents and preparing the appropriate reports for Bitton Parish Council.
- making regular inspections of Bitton Parish Council property, equipment and procedures
- presenting reports on accidents, incidents and near misses to Bitton Parish Council
- ensuring any other nominated person carries out their duties as Health and Safety Officer adequately.

Any nominated person will be responsible, on a day to day basis for:

- acting as the competent person under the Act
- carrying out risk assessments as required under current legislation
- implementing the health and safety policy in co-operation with other staff
- reporting accidents, incidents and near misses to Bitton Parish Council
- ensuring good housekeeping is maintained
- maintaining records of:
 - accidents
 - fire drills
 - safety checks
 - nominated First Aid persons in the Centre
- preparing, where appropriate, incident/accident reports
- maintaining up-to-date legislative information on Acts and Regulations
- maintaining all certificates and registers required under relevant legislation
- carrying out initial reviews of Health and Safety policy as requested by Bitton Parish Council
- ensuring all new equipment or processes are introduced in line with regulations.

All staff and volunteers will be responsible for:

- taking reasonable care in their work practices
- working in a way which does not endanger others (including members of the public)
- reporting any accidents, incidents or near misses or any potential risks to the nominated person
- complying with any instruction or control measure relating to health and safety
- the appropriate use and care of any safety equipment issued
- maintaining good housekeeping.

This policy will be reviewed every two years, and amended after major changes to legislation, processes or equipment. The review will be carried out by the nominated person in consultation with all staff and will be submitted to Bitton Parish Council for approval.

ARRANGEMENTS FOR HEALTH AND SAFETY

All employees are obligated under the Health and Safety at Work Act 1974 to ensure that they work in a manner which protects not only their own safety but that of their colleagues, visitors and

members of the public. The nominated person will hold copies of all relevant Health and Safety Legislation in the Bitton Parish Council office and this will be available to all members of staff and volunteers on request.

Compliance with the Health and Safety Policy is a condition of employment and breaches may be subject to disciplinary procedure.

Reporting Accidents

- a) Any person involved in an accident, whether or not injury is sustained, must report to the nominated person as soon as possible.
- b) Any person receiving any injury – however slight – must report it and obtain adequate treatment.
- c) Any person involved in a 'near miss' or dangerous occurrence must report this as soon as possible.
- d) Any unsafe conditions or work activities must be reported to Bitton Parish Council.

Smoking

Smoking is prohibited anywhere in Bitton Parish Council premises.

First Aid

- a) First aid boxes will be maintained.
- b) The first aid boxes will be kept suitably stocked.
- c) The names, of all 'Appointed Persons' (i.e. persons nominated to take responsibility in case of an accident) will be displayed in a prominent position in the Bitton Parish Council office.
- d) The nominated person will maintain an accident record book in line with Bitton Parish Council's policy.

Working Away

All relevant safety rules and legislation apply to all Bitton Parish Council employees and volunteers engaged on Bitton Parish Council business away from the offices.

Outreach Offices

All staff or volunteers in any outreach offices should make themselves aware of the Health and Safety arrangements for that building.

Fire/Emergency Arrangements

- a) All staff and volunteers must make themselves aware of evacuation plans in the event of fire or other emergency. A copy of the plan will be displayed.
- b) Staff and volunteers will be issued with information as to locations of fire fighting equipment and emergency exits – all staff and volunteers are required to make themselves aware of these.
- c) Staff or volunteers who facilitate meetings involving visitors to the building must ensure that information about fire exits and alarm procedures is relayed at the start.
- d) Fire drills will be held on a regular basis –everyone is required to take part. The nominated person will keep a record of all drills.
- e) All fire doors must be kept closed at ALL times.
- f) Emergency exit doors will be maintained to open easily from the inside.
- g) Fire fighting equipment will be serviced regularly.
- h) The nominated person will make regular checks to ensure that fire exits are kept clear and all safety notices remain conspicuously displayed.

Training

- a) All new staff and volunteers will be required to undertake induction training.
- b) All staff and volunteers will receive periodic training on what is required to comply with Health and Safety policy.
- c) Health and Safety training courses will be arranged as necessary by Bitton Parish Council to maintain a suitable level of appointed persons.
- d) Before the introduction of any new equipment or change in working practices, the nominated person will identify any new training requirements in consultation with the staff.

CODES OF PRACTICE

General

- a) Use equipment only for the purpose for which it was purchased – do not improvise.
- b) Use equipment in line with the manufacturers' instructions.
- c) Stop using equipment if a fault develops – report it to the nominated person.
- d) Never run cables under carpets – ensure suitable cable covers are used.
- e) If door wedges are not being used, store them on a raised surface – avoid leaving them on the floor.
- f) Co-operate with other staff or volunteers by maintaining good house-keeping, especially in your own work area.
- g) Filing cabinets:
 - i) avoid leaving drawers open at any time
 - ii) fill from the bottom drawer upwards – to prevent toppling.
- h) Anyone working alone in the building must ensure the front door is locked.
- i) Staff or volunteers must avoid working alone in a building if they are suffering from a medical condition which would make it unsafe to do so.

- j) Staff or volunteers must avoid taking personal risks e.g. overstretching or climbing on inappropriate surfaces, especially if working alone.
- k) If any member of staff or volunteer feels stressed by a case or workload they should contact their line manager as soon as possible to arrange for a debriefing session.
- l) Members of staff or volunteers who have a medical condition which affects their ability to work should discuss this with their line manager.
- m) Food waste must be left only in the kitchen bins.

Outreach Offices

- a) If staff or volunteers are working in an outreach office, then they will have obligations under any Health and Safety arrangements for that building as well as under the Bitton Parish Council Health and Safety Policy.
- b) Staff and volunteers will be provided with information about fire arrangements for the building.
- c) First Aid arrangement will be provided.
- d) Where practicable the nominated person will make regular Health and Safety checks.

Staff or volunteers visiting people's homes

- a) Staff or volunteers visiting people in their homes need to be aware of potential dangers and avoid taking any personal risks.
- b) Personnel on such visits should always inform relatives, friends or the Bitton Parish Council office of their intended whereabouts, giving a deadline for a check call.
- c) Where check call doesn't take place the Clerk, H&S Officer or other designated person in charge will set enquiries in motion.
- d) Bitton Parish Council asks that, where relatives or friends are the contact, they are made aware of the need for urgent action in this event.
- e) Where accidents, near misses or dangerous occurrences take place whilst personnel are on Bitton Parish Council business, these should be reported as soon as possible to the nominated person who will enter them into the accident book.
- f) It is important that, on entering people's homes, staff or volunteers should guard against accidents occasioned by torn or frayed carpets, loose rugs and slippery floors.
- g) Take care on unlit corridors or stairs.

VDU Users

The provision in this section are intended primarily for 'designated users', but other users of VDUs should also follow them where possible.

- a) Ensure that the screen is adjusted, with regard to brightness and contrast, to suit individual users.
- b) Users should take short but frequent breaks – ideally five to ten minutes in each hour – by varying the type of work done.
- c) Users may request free eye tests where use of the VDU is felt to cause an eye problem.
- d) Each user should ensure that chairs, desks, VDU casings and keyboards are adjusted to suit the individual.
- e) If needed, use any PPE (Person Protective Equipment) provided e.g. screen filters and footrests.
- f) Ensure there is no reflected light on the screen.

- g) Report any glare or flicker to the nominated person.
- h) Report any environmental or hardware problems which may be specific to a user to the nominated person.
- i) Risk assessments should be carried out when new equipment (including software) is installed. Individuals may request sight of such assessments.
- j) VDU users should be given an adequate level of software training.

Risk Assessment

- a) Generic risk assessments are held which cover all routine work.
- b) Written risk assessment will be carried out where non-routine work, an unsafe condition or work practice is identified.
- c) A competent person shall be appointed to carry out such assessment.
- d) Bitton Parish Council will define and implement procedures for serious and imminent danger.
- e) Assessment will be carried out with executive committee/staff/volunteer co-operation.
- f) Information will be made available to relevant workers.

Manual Handling

- a) When moving heavy items staff and volunteers should have regard to Manual Handling techniques.
- b) Staff and volunteers must take account of their individual capability and ask for assistance with heavy or bulky loads.
- c) Instructions for Manual Handling will be provided.

FIRE PROCEDURE

ON DISCOVERING A FIRE

- Immediately operate the nearest fire alarm point.
- Do not attempt to fight the fire unless you can do so safely.

ON HEARING THE FIRE ALARM

- Leave the room without collecting personal belongings and close the door.
- Evacuate the building by the nearest escape route.
- Go to the designated assembly point for the premises.
- Report in to the person in charge.

REMEMBER

- Never think it is a false alarm.
- Do not open a closed door unless you can be certain there is no fire behind it – feeling for heat would not help because all internal doors are fire retardant.
- The appointed fire prevention officer will ensure all areas are cleared.