

Health and Safety Guidelines

General Statement of Guidelines

This document sets out Minstead Council's guidelines and standards for Health and Safety in the Workplace. Note these are guidelines only as the Council employs fewer than 5 people.

The Council is fully committed to meeting its responsibilities under the following regulations:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Employers' Liability (Compulsory Insurance) Act 1969

The Council will so far as is "reasonably practicable", maintain healthy and safe working conditions for employees, Councillors, members of the public and contractors.

The guidelines commits the Council to the following:

- Taking all reasonable steps to safeguard employees, contractors, the general public and anyone else who may be affected by its acts or omissions, from injury and ill-health;
- Putting arrangements in place for the effective implementation of the guidelines and communicating these to employees;
- Ensuring that sufficient financial arrangements and other resources are provided for the implementation of health and safety requirements and needs;
- Providing information, instruction and training and supervision as maybe necessary to ensure the health and safety of its employees;
- Consulting employees on health and safety in matters relating to their areas of work;
- Carrying out risk assessments, where appropriate, and making these available to employees;
- Appointing competent personnel to undertake reviews of the guidelines as necessary;
- Providing all relevant information, including risk assessments, to third parties acting on behalf of the Council to enable them to discharge their health and safety responsibilities.

These guidelines have been prepared in compliance with Section 2(3) of the Health and Safety at Work Act 1974 and binds all members and Officers of the Council, in the interests of employees and others.

These guidelines will be reviewed every 3 years or when there is a significant change in Health and Safety legislation.

Organisational and Responsibilities

1. Overall Responsibility

The Parish Clerk has overall and final responsibility for ensuring:

- the provision and implementation of the Health and Safety Guidelines; and
- its review when appropriate.

2. Delegated Responsibilities within the Council

The Lengthsman will report to The Parish Clerk for the day to day supervision within his defined area of responsibility and, in particular, for:

- Ensuring that Lengthsman has knowledge of his area of responsibility.
- Ensuring that the Lengthsman has attended the Hampshire County Council training for the Lengthsman scheme
- Ensuring the Lengthsman maintains the equipment and carries out safety checks every year.

The Lengthsman provides and maintains his own equipment.

The Parish Council supplies and is responsible for Personal Protective Equipment used by the Lengthsman, see below.

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2. Employees' Responsibilities

- All employees should be aware of, respect and adhere to these guidelines;
- All employees shall immediately report any defective equipment, unsafe practices or conditions to the Clerk;
- Any person under the influence of alcohol or any other intoxicating drugs which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job;
- Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person;
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to animals or members of the public;
- No employee should undertake a job which appears to be unsafe;
- No employee should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task;
- All injuries must be reported to the Clerk or a delegated representative;
- Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the Clerk;
- It shall be the duty of all employees to carry out a visual safety inspection of equipment prior to using such machinery;
- Work shall be well planned to avoid injuries in the handling of heavy materials and while using equipment;
- Suitable clothing and footwear will be worn at all times. Personal protective equipment will be worn when appropriate.

3. Consultation

The Council sees consultation with employees as an essential part of effective health and safety management. It will therefore:

- ensure that employees are made aware of the procedures relating to accidents and sickness;
- consult with all employees concerned about changes in health and safety issues which can affect them.

4. Communication

The Council will endeavour to communicate to employees its commitment to safety and ensure that employees are familiar with the contents of the Council's Health & Safety Guidelines.

5. Co-operation and Care

- All employees are expected to co-operate with the Council and to accept their duties under these Guidelines.
- Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the Council.

6. Safety Training

Safety training is regarded as a key ingredient of an effective Health & Safety programme. It is essential that each employee in the organisation is trained to perform his or her job effectively and safely.

To comply with the general duty to provide such information, instruction, training and supervision, as is necessary to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, health and safety training will be provided as follows:

- At Inductions
- Repeat training at regular intervals as provided by Hampshire County Council.
- When training needs are identified during risk assessments.

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7. Risk Assessment / Equipment Inspection

Risk Assessments for activities, especially those involving the public, will be carried out and reviewed by appropriate competent persons, if necessary assisted by or in collaboration with outside bodies and other local authorities. The Risk Assessments will be guided by the HSE risk assessment template.

8. Contractors

When a contractor is awarded a contract to carry out any work the council will check that the contractor's Public Liability insurance meets that of the Council, at £10,000,000 for any one incident.

The contractor will be made aware of all the Council's Health and safety guidelines, and any particular information or requirements relating to the contracted task.

The contractor will also be made aware of their responsibility to undertake their own risk assessments and to prepare appropriate safety plans.

Contract work will be monitored and records will be kept. Any breaches of safety procedure may lead to curtailment or termination of the contract.

9. Equipment and Open Spaces used by the Public

Equipment examples - wooden benches and flag pole

Building examples - bus shelters

Open spaces example - Village green.

The Council will endeavour to ensure that all equipment and open spaces are suitable for use and maintained as far as possible in good working order and repair. The Council is aware of the damage which can be caused by vandalism, misuse and general wear and in this respect inspections will be made on a regular basis. Inspections, maintenance and repairs will be carried out by competent persons including specialist contractors where necessary.

Risk Assessments will be carried out where deemed necessary.

10. Personal Protective Equipment

- All employees who may be exposed to a risk to their health and safety while at work will provide or be provided with suitable, properly fitting and effective personal protective equipment (PPE) as stipulated by the Personal Protective Equipment Regulations 1992.
- All personal protective equipment provided by the Council will be properly assessed prior to its provision.
- All personal protective equipment provided by the Council will be maintained in good working order.
- Employees must also ensure that they use PPE in accordance with the training and instruction given.
- Any loss of or obvious defect in any personal protective equipment issued by the Council must be immediately reported to the relevant person.
- The Council will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

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11 Disabilities

In the event of the Council employing any person with a disability, it will ensure their safe evacuation or make other appropriate arrangements to ensure their safety in an emergency situation. It will also implement changes in working practices where appropriate and carry out other adaptations to ensure the health and safety of the employee.