Health and Safety Guidelines

General Statement of Guidelines

This document sets out Minstead Parish 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 and is therefore not obliged to create a Policy.

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.

<u>Organisational and Responsibilities</u>

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. Lengthsman Delegated Responsibilities

The Lengthsman is an employee of the Council who reports to the Parish Clerk for day to day supervision when working for the Council. His work is covered by the Council's Public Liability insurance.

The Clerk will ensure the Lengthsman:

- has knowledge of his area of responsibility.
- 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.

Health and Safety Guidelines

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

3. Council Responsiblities

The Council will:

- 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.
- communicate to employees its commitment to safety and ensure that employees are familiar with the contents of the Council's Health & Safety Guide.

4. Contractors working for the Parish Council

- The contractor will be made aware of the Council's Health and safety guide, and any particular information or requirements relating to the contracted task.
- 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 also be made aware of their responsibility to undertake their own risk assessments and to prepare appropriate safety plans.
- 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;
- Contract work will be monitored and records will be kept. Any breaches of safety procedure may lead to curtailment or termination of the contract.

5. Use of Display Screen Equipment by employees working from home

- The Parish Council will provide, as required, any training, instruction, information and supervision to ensure that the employee has sufficient knowledge to operate the necessary equipment and software and has suitable support should problems occur.
- The Parish Council will ensure that any equipment used by the employee is suitable for the purpose and has a suitable and adequate power supply.
- Any equipment owned by the Parish Council will be checked and maintained as necessary to keep it in a condition that does not cause harm.
- Where there is any expectation or deadline such that display screen equipment will be used for a total of two hours per day or for more than one hour continuously, there will be a requirement for a full risk assessment of the work equipment and work station.

The Parish Council draws attention to the employee's responsibility to look after their own health & safety and in this respect, would expect the employee to ensure that:

- any equipment used for work purposes is properly and safely used.
- work areas are located and adjusted so that equipment is comfortable to use to prevent tiredness and pain in the hands, wrists, arms, neck, shoulders or back.
- screens are sited to prevent reflections of glare.
- electrical equipment has been checked for damage or defects and there are no trailing or loose wires.
- Any muscular injury, stress or eye problem must be reported immediately to the Parish Council.
- Any variations to working arrangements must be reported to the Council.
- The working arrangements must be reviewed every twelve months and amended as necessary. This policy may be referred to in any employment contract.

Health and Safety Guidelines

6. Employee and Contractor Responsibilities

- Any person working on behalf of the Parish Council should be aware of, respect and adhere to these guidelines;
- 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;
- No employee should undertake a job which appears to be unsafe;
- All injuries must be reported to the Clerk or a delegated representative;
- Suitable clothing and footwear will be worn at all times. Personal protective equipment will be worn when appropriate.

7. Trees

Minstead Parish Council owns and is responsible for 11 trees as shown on the Minstead PC Map of Trees held in the Health and Safety folder.
Online searches suggest routine tree inspections and maintenance should be carried out every 5 years. Minstead PC will adopt this routine with the trees in it's care.
The last tree safety inspection was carried out in August 2022, and associated works in May 2023.

8. Safety Training

Safety training is regarded as a key ingredient of an effective Health & Safety programme and training will be provided when identified during a Risk Assessment.

9. 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.

10. Equipment used by the Public

Examples - wooden benches, noticeboards and telephone boxes

The Council will endeavour to ensure that all equipment is 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.

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.