



## Lancing Parish Council

## Health and Safety Policy

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The Parish Hall  
South Street, Lancing  
West Sussex, BN15 8AJ

[www.lancingparishcouncil.gov.uk](http://www.lancingparishcouncil.gov.uk)  
[admin@lancingparishcouncil.gov.uk](mailto:admin@lancingparishcouncil.gov.uk)  
01903 753355

Please note that alternative formats of this document may be available upon request

## **1.0 INTRODUCTION**

This policy has been adopted by Lancing Parish Council to ensure that there are adequate systems in place to ensure the health, safety and well-being of employees. Under the Health & Safety Act 1974 and the Management of Health and Safety at Work Regulations 1999, it is the duty of Lancing Parish Council to assess risks to employees and take steps to avoid or control risk where necessary.

Employees of the Council have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with the Clerk in meeting their legal obligations.

This policy applies to officers, councillors, contractors or self-employed people and volunteers who are doing work for the Council. The guidelines, although mostly common sense, are provided to reinforce the need for everyone to take lone working and their safety seriously at all times.

This document should not be viewed in isolation; other relevant guidelines already adopted also apply, such as risk assessment, which identifies the protective and preventative measures necessary for employees to undertake their working activities.

Overall and final responsibility for health and safety in the council and for compliance with the Health and Safety at Work legislation is that of Lancing Parish Council

## **2.0 RESPONSIBILITIES OF THE CLERK OF THE COUNCIL**

It is the Clerk's responsibility to -

1. Ensure compliance with the policy and provide resources for putting the policy into practice
2. Ensure that employees, councillors and contractors are aware of this policy and provide training, if necessary
3. Maintain communication on a regular basis with employees, councillors and contractors to identify and minimise risk
4. Ensure that all accidents/incidents are recorded and support is given to anyone involved in any incident
5. Monitor the arrangements for identifying, evaluating and managing risk associated in undertaking Council activities
6. Determine the contents of this policy

## **3.0 RESPONSIBILITIES OF THE EMPLOYEES AND MEMBERS OF THE COUNCIL**

All employees and members have a responsibility to co-operate with the Clerk and Head Caretaker to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

It is the Employee's responsibility to -

1. Take reasonable care of themselves and other people who may be affected by their actions
2. Report accidents/incidents that may affect the health and safety of themselves or others
3. Attend training designed to meet the requirements of this policy

4. Notify the Clerk when lone working
5. Recognise potential high-risk activities and ensure arrangements to mitigate any associated risks
6. Discuss any concerns with the Clerk

#### **4.0 FIRST AID**

First Aid boxes are located as follows:

1. Parish Council Office
2. Caretakers Office
3. Council's Monks Rec depot

#### **5.0 REPORTING AND RECORDING ACCIDENTS**

Accidents shall be reported to the Clerk who will record them in the Accidents Record Book (located in the Parish Office).

#### **6.0 FIRE SAFETY**

Fire extinguishers shall be visually inspected monthly in the Parish Hall by the Head Caretaker. Fire extinguishers are maintained annually.

The fire alarm system at the Parish Hall is tested monthly by the Head Caretaker. A fire drill will be held annually at the Parish Hall.

Fire exits shall be kept free from obstructions.

Notices are displayed giving directions for the evacuation of buildings in the event of fire.

Annual electrical certificates shall be obtained on all Council occupied premises.

#### **7.0 FIRE PRECAUTIONS**

All employees must be fully aware of the sound of the fire alarm and the fire procedure.

Exit corridors must be kept clear at all times.

Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire-resistant structure such as a metal cupboard or bin, clearly marked 'Flammable Materials'.

#### **8.0 HEATING, LIGHTING AND VENTILATION**

Free standing heaters must not be used unless specifically authorised. When these are so authorised, they must comply fully with Fire Regulations and be PAT Tested and the area around them must be kept clear of any paper or other flammable materials, and be sited away from desks and chairs.

Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

## **9.0 ELECTRICAL EQUIPMENT**

All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635).

Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.

13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, typewriter: 3 amp fuse; 2-bar heater, kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.

Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use, and plug tops removed from sockets overnight and at weekends.

Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.

Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

## **10.0 FITTINGS AND EQUIPMENT**

Heavy equipment and furniture must not be moved by individuals.

Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.

Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.

High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.

## **11.0 GENERAL MAINTENANCE**

Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.

All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.

The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.

Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.

Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.

Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.

The manufacturer's instructions regarding the safe use of chemicals must be adhered to.

Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.

Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.

Pathways on Council owned premises shall be inspected annually.

## **12.0 DISPLAY SCREEN EQUIPMENT (DSE)**

It is Council Policy to ensure that the requirements of the Health & Safety (Display Screen Equipment) Regulations 1992 are adhered to for all DSE users, as such the following shall apply:

1. each person using DSE for more than one hour per day shall be classed as a DSE user
2. DSE users will be provided with a self-assessment checklist so that the Clerk can make a full risk assessment on the individual's workstation
3. DSE users are entitled to a free eye and eyesight test (tests must be arranged through a manager/supervisor and be carried out by an ophthalmologist approved by the Clerk)
4. workstation furniture will be provided that is suitable for the work being carried out

Further guidance on DSE can be found on the [HSE](#) website

## **13.0 LONE WORKING**

For the purposes of this policy, lone working is defined as anyone who works in isolation without close or direct supervision. This could include:

1. Only one person working on the premises

2. Working separately from others (e.g. Council owned open spaces or to attend meetings)
3. Working outside of normal hours
4. Staff member who is required to travel alone

Potential Risks to lone workers include (but not limited to):

1. Open access and unlocked doors – accessible to the public/contractors
2. Being taken ill whilst at work
3. Lack of training regarding Health & Safety procedures
4. Hazards in the workplace
5. Remote areas
6. Parking arrangements – poorly lit and isolated areas

Before drawing up and recording the assessment of risk, it must be established:

1. Whether the work can be done by a lone worker
2. The arrangements that will be in place to ensure an individual is not exposed to unnecessary and unacceptable risk

When recording an assessment of risk, the following should be considered:

1. Environment – location, security, access
2. Context – nature of the task
3. History – accidents/incidents in the past

All employees should adhere to the following guidelines -

1. Carry a mobile phone (if possible)
2. Do not put yourself at undue risk
3. Try to avoid confrontation
4. If a situation develops, try to remain calm
5. If violence is threatened, try to withdraw from the situation or call for help
6. Always report any incidences to the Clerk
7. Discuss any concerns with the Clerk

Guidelines for lone working in a fixed base -

1. Familiarise the layout of the building (including escape routes)
2. Keep doors locked that allow direct access to the building/office you are working in
3. Do not open the door to unexpected visitors. In the case of contractors ask for identification. If still unsure, check with the contractor's employer/head office
4. Park as near as you can to the building
5. Have an assessable, comprehensive list of contact phone numbers to call in an emergency situation

Guidelines for lone working away from a fixed base –

1. Staff should inform the Clerk of their movements including times, dates, and location as well as persons to be met
2. Take office mobile with you (if applicable)
3. Avoid meetings in isolated places. If this cannot be avoided, either notify the Clerk of movements or take someone with you