

HEALTH AND SAFETY POLICY

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1. Introduction

- 1.1 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.
- 1.2 Employees of the Council have a responsibility 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.
- 1.3 This policy applies to employees, councillors and contractors or self-employed people. The guidelines are provided to reinforce the need for everyone to take their own safety and the safety of others seriously at all times.
- 1.4 Volunteers, including those participating in organised activities such as litter picking, should refer to the Council's Volunteers Policy for health and safety guidance.
- 1.5 This document should not be viewed in isolation; other relevant guidelines already adopted also apply, such as risk assessments, which identifies the protective and preventative measures necessary for employees to undertake their working activities.
- 1.6 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.
- 1.7 Lancing Parish Council will appoint a designated Health and Safety Responsible Officer. This individual will be appropriately trained, and their details will be clearly displayed on health and safety posters within Council premises.
- 1.8 The Council will ensure that suitable and sufficient risk assessments are undertaken for all work activities and reviewed regularly.
- 1.9 The Council recognises the importance of mental health and wellbeing and it will take reasonable steps to support employees in maintaining a healthy work environment.

2 Responsibilities of the Clerk

It is the Clerk's responsibility to:

- 2.1 Ensure compliance with the policy and provide resources for putting the policy into practice.
- 2.2 Ensure that employees, councillors, volunteers and contractors are aware of this policy and provide training, if necessary.
- 2.3 Maintain communication on a regular basis with employees, councillors, volunteers and contractors to identify and minimise risk.
- 2.4 Ensure that all accidents/incidents are recorded and support is given to anyone involved in any incident.

- 2.5 Monitor the arrangements for identifying, evaluating and managing risk associated in undertaking Council activities.
- 2.6 Determine the contents of this policy.
- 2.7 Maintain records of all health and safety training undertaken by employees.

3 Responsibilities of employees

- 3.1 All employees have a responsibility to co-operate with the Clerk to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 3.2 It is the Employee's responsibility to:
 - Take reasonable care of themselves and other people who may be affected by their actions
 - Report accidents/incidents that may affect the health and safety of themselves or others
 - Attend training designed to meet the requirements of this policy
 - Notify their line-manager when lone working
 - Recognise potential high-risk activities and ensure arrangements to mitigate any associated risks
 - Discuss any concerns with their line-manager
- 3.3 Where employees are required to work alone, appropriate risk assessments must be carried out and control measures implemented, including communication arrangements and emergency procedures. The Council's Lone Working Policy should be followed in these events.
- 3.4 Employees should also comply with the Council's Employee Handbook where applicable.

4 First aid kit locations

- 4.1 First Aid kits can be found in the following locations:
 - Reception desk at Lancing Parish Hall
 - Monks Recreation Depot
 - Lancing Parish Hall Maintenance Workshop
 - Both Lancing Parish Council maintenance vehicles

5 Reporting and recording accidents

- 5.1 All accidents, incidents and near misses must be reported to the employee's line manager as soon as possible and recorded in the Accident Record Book (B510) kept in the staff office.
- 5.2 A near miss is any unplanned event that did not result in injury or damage but had the potential to do so.

6 Fire Safety and Precaution

- 6.1 Fire extinguishers shall be visually inspected monthly in the Parish Hall and are maintained annually.
- 6.2 The fire alarm system at the Parish Hall is tested weekly.
- 6.3 A fire drill will be conducted at least annually in the Parish Hall building

- 6.4 Fire exits shall be kept free from obstructions at all times
- 6.5 Notices are displayed at points across the building giving directions for the evacuation of the building in the event of a fire.
- 6.6 Annual electrical certificates shall be obtained on all Council occupied premises.
- 6.7 All employees must have received full training on the fire evacuation procedure and be aware what the sound of the fire alarm is like.
- 6.8 All new employees must receive, as part of their induction, training on the fire and evacuation procedure.
- 6.9 Exit corridors must be kept clear at all times.
- 6.10 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'.
- 6.11 Fire wardens will be appointed where appropriate and trained to support evacuation procedures.
- 6.12 Employees must comply with the Council's Fire Evacuation Procedure at all times.

7 Heating, Lighting and Ventilation

- 7.1 Free standing heaters must not be used unless specifically authorised by a manager. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials and be sited away from desks and chairs.
- 7.2 Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

8 Electrical equipment

- 8.1 All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635).
- 8.2 Sockets must not be overloaded. It is important that the correct plug top is used for each item of electrical equipment.
- 8.3 Plugs can be used for appliances with a loading capacity to a maximum of 13 amps. Fuses must be fitted to suit current load of equipment being used. The current load is normally shown on the item of equipment. When in doubt, seek out qualified advice.
- 8.4 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.
- 8.5 Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary leads only.

- 8.6 All portable appliances must be PAT (portable appliance tested) annually. Appliances without compliance label or an out-of-date compliance label must not be used and reported to a manager immediately.
- 8.7 Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment.

9 Furniture Fittings and Equipment

- 9.1 Heavy equipment and furniture must not be moved by an individual employee.
- 9.2 Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- 9.3 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.
- 9.4 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.

10 Lifting and Handling

- 10.1 The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. Manual lifting is included in this, and an incorrect technique can cause: Hernia (or rupture), torn back muscles, "slipped disc", cuts, bruises, crush injuries to fingers, hands and forearms, crush injuries to toes, cuts and bruises to the legs and feet.
- 10.2 The following basic rules are produced to help reduce these accidents:
- Never attempt to lift anything beyond your capacity. If in doubt get a second person or others to help.
 - If mechanical aids are provided, use them.
- 10.3 If an object is to be lifted manually:
- Bend the knees and crouch to the object.
 - Get a firm grip using the whole hand and not the finger tips.
 - Keep the back straight.
 - Tuck the chin in.
 - Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.
 - Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
 - Avoid pinching fingers when releasing object.

- When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated.
- Protect your toes with safety footwear, to be provided by the Council.
- Wear protective gloves when handling objects with sharp or jagged edge

11 Working at height

- 11.1 Your personal safety and that of others who could be affected by what you do is a joint responsibility.
- 11.2 A written risk assessment shall be undertaken by the contractor or a manager for each task that requires working at height and filed for future reference.
- You should never use a ladder unsupervised
 - Avoid working at height where possible

Ladders

- Risk assessment must justify use

Checks

- Correct ladder used for the task
- Examine prior to use and check for defects, report to a manager if a defect is found and do not use the ladder
- Suitable surface for ladder placement

Safe Use

- The ladder must be stable and secured where possible
- Good access to the ladder
- No overreaching when on the ladder
- 3 points of contact

All Equipment

- All equipment should be inspected by the operative prior to use (including contractor's equipment)
- Should be maintained appropriately
- Must be suitable for the task
- Must be used by a competent person (particularly hired equipment)
- Specific guidance for individual equipment should be available to the user

Other Considerations

- Avoid risks from fragile surfaces (roofs)
- Prevent falling objects (use of nets)
- Warn about danger areas (use notices, barriers)
- Employees should follow instructions and training and advise their manager of hazards/risks to health & safety

12 General Maintenance

- 12.1 Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
- 12.2 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. Machinery must be switched off and isolated before repairs are undertaken.
- 12.3 The engines or motors 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 or in the case of battery operated the battery removed.
- 12.4 Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended especially where children (or others) may interfere with them.
- 12.5 Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
- 12.6 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 an appropriate type approved for the storage of fuel.
- 12.7 The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
- 12.8 Appropriate protective clothing such as gloves safety glasses and overalls, face masks and boots must be used when operating with machinery and using chemicals including herbicides and pesticides.
- 12.9 Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
- 12.10 Pathways on Council owned premises shall be inspected annually.

13 Caretaking and Cleaning

- 13.1 This policy applies to all Council properties.
- 13.2 It is essential that care is exercised to follow all labelled instructions on containers and packages. Products should be stored away from extreme low temperatures, heat sources and naked lights, particularly those products containing hydrocarbon and other flammable solvents.
- 13.3 COSHH assessments are available for each chemical in use. All chemicals and cleaning products are stored in the maintenance workshop.
- 13.4 Appropriate protective clothing, such as gloves, safety glasses and overalls must be worn when handling corrosive substances.
- 13.5 Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.

- 13.6 Consideration must be given to the possibility of hazardous by-products that may arise from reaction between various products, or from products exposed to heat or fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleansers or other acidic substances.
- 13.7 Step-ladders which are used to gain access to heights must be in good condition and free from defects.
- 13.8 All electrical cleaning equipment must have been wired up by a competent person and have a current PAT label. Equipment without a compliance label or an out of date compliance label must not be used and reported to a manager. Any deterioration in electrical connections or wiring should be reported immediately.
- 13.9 Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.

13.10 ALL OF THE FOLLOWING SHOULD BE REPORTED TO A MANAGER:

- Structural faults.
- Floor coverings, etc. which cause a tripping hazard.
- Faulty gas, electric fittings and equipment.
- All accidents, however small, should be reported to a manager.

13.11 NOBODY SHOULD:

- DO NOT attempt to repair gas, electric, fittings or equipment, unless competent and qualified to do so.
- Attempt to move obviously heavy furniture alone.
- Stand on something to reach windows, if you do ensure the object on which you stand is solid and reliable.
- Dispose of aerosol cans UNLESS in the recommended way.
- Dispose of soiled materials UNLESS in sealed bags.

14 Display screen equipment (DSE)

- 14.1 It is Lancing Parish Councils policy to ensure that the requirements of the Health & Safety (Display Screen Equipment) Regulations 1992 are adhered to for all DSE users, each person using DSE for more than one hour per day shall be classed as a DSE user and as such the following shall apply:

14.2 The Workstation:

The Parish Council will ensure that the appropriate furniture is available, i.e. adjustable and safely balanced chairs, suitable desks and good lighting.

14.3 Breaks and Changes of Activity:

The need for breaks depends on the nature and intensity of the work; guidance will be given by the Manager.

14.4 Eye Tests and the Provision of Spectacles:

Training will be provided to ensure that employees are aware of the regulations and can use their equipment safely to avoid health problems. Eye tests for Parish Council staff will be arranged and paid for by the Council. In exceptional circumstances, where reading glasses are

unsuitable, prescription spectacles for monitor reading may be recommended by the optician and paid for by the Council. They will remain the property of the Council.

14.5 Employees Responsibility:

- **Comfort**
The equipment should be adjusted to suit individual physical requirements:
- **Getting comfortable**
The chair and VDU should be adjusted so that, as a broad guide, forearms should be horizontal and eyes at the same height as the top of the VDU. There should be adequate space for documents to be managed on the top of the desk. A document holder can help the position of the head relative to the VDU and prevent neck discomfort.
- **Visual Display Equipment**
Sunlight or artificial light should not be allowed to bounce off the screen and there should be adequate space beneath the desk to allow free movement of legs. Excess pressure on the back of the knees and legs should be avoided and a footrest used if required.
- **The Keyboard**
Adjust the keyboard and mouse to suit your hand movements. A wrist rest in front of the keyboard may help alleviate strain.
- **Breaks**
Do not sit in the same position for long periods. The general principle to be followed is short frequent breaks are better than longer, less frequent ones.

15 Pregnant Women

15.1 The Health and Safety Executive have published the following guidance for expectant women:

<http://www.hse.gov.uk/mothers/>

A hard copy of this document can be provided on request, and such a request will be treated in confidence

The Council's policy is to fully adhere to the Health and Safety Executive guidance for expectant mothers.

16 Working from home

16.1 Employees have a responsibility to take reasonable care of their own health and safety and the health and safety of others who may be affected by what they do. For the worker at home this is likely to include visitors to the 'office', e.g. family, friends, etc. It is the employees' responsibility to report all employment related hazards related to their own or others' health. Employers are required to carry out a suitable and sufficient Risk Assessment of all work activity under the Management of Health and Safety at Work Regulations 1999. This includes those that work at home.

17 Ground staff

- 17.1 Ensure that you wear all relevant safety clothing e.g. gloves, safety glasses, reflective waistcoats, safety shoes.
- 17.2 Always wear reflective jackets with double stripes when working near a highway.
- 17.3 Wear heavy duty gloves to protect your hands from sharp objects.
- 17.4 Check that your protective clothing is in good condition and ask for replacements if they get damaged or worn.
- 17.5 Ensure you look out for traffic and other road users when stepping out onto the highway.
- 17.6 When litter picking in recreation parks ensure you keep your eyes and ears open for potential dangers.
- 17.7 If you have an accident no matter how minor, report it to your line manager so it can be recorded in the Accident Book.
- 17.8 Where rubbish or litter presents a risk, it may be necessary to request outside help from another authority such as Adur and Worthing District Council who are responsible for the waste bins at the recreation parks.
- 17.9 If using any cleansing material ensure you wear proper safety equipment as instructed, i.e. gloves, boots, goggles, face masks.
- 17.10 Take care when in confined areas, make sure doors and windows are open.
- 17.11 If there is no air circulation do not use aerosol sprays.
- 17.12 Ensure all lids are secured and tightened on containers so that chemicals cannot leak.

18 Contractors

- 18.1 For Lancing Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements :-
- 18.2 Contractors will supply and ensure that their employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
- 18.3 Contractors and their employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the act or any of the relevant statutory provisions.
- 18.4 Contractors and their employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
- 18.5 Lancing Parish Council will retain the right to stop any operation, plant or equipment, or the action of any contractors and their employees if it is considered that there is a hazard to the

safety and health of employees or others. Lancing Parish Council will not accept any responsibility for any increased costs arising out of such action.

- 18.6 In the event of Lancing Parish Council taking this action, the contractor will be notified verbally and will have confirmation in writing by the Lancing Parish Council's representative to order such a stoppage.
- 18.7 Lancing Parish Council will be indemnified by the contractor or their insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving the contractor or their employees.
- 18.8 Lancing Parish Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.
- 18.9 All contractors must provide evidence of appropriate insurance, risk assessments, and method statements prior to commencing work.
- 18.10 The appointment of contractors shall be undertaken in accordance with the Council's Procurement Policy and Financial Regulations.

19 Clearance of snow and ice

- 19.1 Reasonable steps should be taken for the clearance of snow and ice from the Council's property to maintain public access to Lancing Parish Hall.
- 19.2 When it is known that ice or snow conditions may occur salt or grit should be applied to stop the paths and steps freezing on Council property.
- 19.3 Snow is best cleared whilst it is still fresh and has not been compacted and frozen.
- 19.4 Snow should be cleared to the side of the path taking care not to block emergency exits from the building.
- 19.5 If there is another snowfall, this process will need to be repeated.

20 Hot Works

- 20.1 The purpose of this policy statement is to define how the Parish Council control the management of Hot Works with the objective of identifying and limiting the risk of accidents by avoiding hot works where possible, ensuring the competence of its contractors and implementing an agreed Hot Works process.
- 20.2 There are occasions where the Council may require employees or contractors to carry out "hot works" in or on Council properties.
- 20.3 For the purposes of this policy, 'hot work' is classed as temporary operations capable of providing a source of ignition, for example welding, cutting, burning, grinding, soldering, paint stripping, roof repairs or heating.
- 20.4 In addition to any injuries, fires caused by 'hot work' can have a significant adverse effect on the Council. This can include loss of property and facilities as well as hirers and owners being injured as a result of fire. Fires can often occur when buildings are undergoing refurbishment or alteration, therefore, before any building works start, all additional risks likely to be introduced should be considered and evaluated.

- 20.5 There is also a risk that the work to be undertaken could inappropriately trigger the fire detection and alarm systems.
- 20.6 Implementation of this policy and procedure will help to ensure a safe working environment and minimise the risks associated with 'hot work'.
- 20.7 Failure to comply with these requirements may lead to the termination of the work and disciplinary action taken against employees or the removal from site of contractors.

20.8 LEGAL REQUIREMENTS

The Health & Safety at Work Act requires the operation of 'Safe Systems of Work' to be implemented when undertaking physical work activities. This principally requires a risk assessment of the activity to be undertaken and a method statement produced to effectively manage the hazards identified.

20.9 PROCEDURES

If there is a practical method to carry out a task without involving 'hot work', this method will be used. Where specific firefighting equipment is included in the precautions for the work, this equipment will be provided by the contractor unless otherwise agreed. It is the responsibility of employees or contractors to have suitable fire extinguishers and fire blankets, anti-glare screens and PPE available at the work site at all times. Employees or contractors must ensure that they have knowledge of an appropriate fire exit route before commencing works.

20.10 PLANNED WORKS

The Clerk or manager appointing a contractor for planned works must ensure that information regarding hot works is contained in tender documentation and is discussed at the project pre-start meeting, as may be appropriate, and that Contractors and Sub Contractors have in place Risk Assessments, Method Statements, etc. for carrying out the works taking account of the Contractors Responsibility.

20.11 REACTIVE REPAIR WORKS

The Clerk or manager will ensure that this Hot Work Policy is provided to contractors on a regular basis. A section regarding hot work will also be included in the terms and conditions of the works order instruction.

20.12 CONTRACTOR RESPONSIBILITY

All equipment used for hot work must have been regularly tested as recommended by the manufacturer's instructions, be maintained in good order and be fit for the intended purpose. Contractors must not use any equipment that is below standard or in need of repair. Any equipment found to be unsafe must be immediately withdrawn from service and disposed of or repaired. Operatives, employed by a contractor, who are responsible for undertaking the hot work must be trained and competent to use the hot work equipment and safety equipment without harm to either themselves or others. The contractor must undertake work area inspection at 30 minutes and 60 minutes after work completion to ensure that there are no smouldering fires. A full risk assessment, of the work area, must be carried out by the contractor responsible for undertaking the work, before commencement of the work, to ensure arrangements are in place to minimise the risk of fire. A suitable method statement detailing a

safe system of work, must be prepared and implemented by the contractor. It is the responsibility of the contractor to ensure this method statement is adhered to and all suitable post completion checks are completed satisfactorily.

20.13 The following points must be considered by the contractor during the risk assessment, preparation of the method statement and implementation of a Safe System of Work;

- The location must be thoroughly inspected and safety precautions carried out.
- Where applicable automatic fire alarm and detection systems/zones must be isolated and reconnected at the end of each day's work and upon completion of the whole work.
- All solid combustible material must be removed or adequately protected against sparks.
- No flammable liquids or gases must be within 15 metres
- Smoking is not permitted in any building
- The operatives must have the nearest fire alarm and or telephone pointed out to them and have been informed what to do in the event of a fire or emergency
- The correct type and serviceable fire extinguisher/ hose reel must be available for use while the operation is in progress
- The operatives must have familiarised themselves with the means of escape from the working area and the building, and be fully competent in the use and operations of the equipment
- Protective clothing must be worn at all times.
- Work area must be inspected at 30 minutes and 60 minutes after completion.
- If unsafe conditions are noted during the work, all hot work will cease until the conditions are made safe.