

Old Stratford Parish Council

HEALTH AND SAFETY POLICY (Reviewed December 2012)

1. GENERAL STATEMENT OF POLICY

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of duties for safety matters and the particular arrangements, which we will make to implement the policy, are set out below.
- 1.3 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated, will be reviewed every year by the Finance Committee of the Council. Although risk assessment is a continuing process, it shall form part of the Committee's annual review.

2. RESPONSIBILITIES

- 2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations** made under the Act and the Occupiers Liability Act is that of the Parish Council of Old Stratford. The Clerk is responsible for this policy being carried out at the Council's premises or on any land owned by the Parish.
- 2.2 The following supervisors are responsible for safety in particular areas:

Supervisor	Area	Any Special Responsibility
Clerk	Council Office	Clerks Home Address
Clerk	Memorial Hall	
Clerk	All opens spaces adopted by the Parish Council	

- 2.3 All employees have the responsibility to co-operate with the supervisor to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.4 Whenever an employee or supervisor notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.
- 2.5 Consultation between management and employees is provided by immediate day to day discussion with the Parish Clerk.
- 2.6 The Accident Record Book is kept in the Parish Council Office.

3. FIRST AID

- 3.1 A First Aid box is located in the kitchen at the Parish Council Office
- 3.2 Appointed person responsible for boxes is the Parish Clerk

4. FIRE SAFETY

- 4.1 The Parish Clerk shall visually inspect fire extinguishers monthly in the Memorial Hall. Fire extinguishers shall be maintained annually
- 4.2 The Clerk shall ensure Annual Gas certificate shall be obtained on all Council occupied premises.
- 4.3 Fire exits shall be kept free from obstructions.
- 4.4 Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.
- 4.5 **Assembly point on evacuation is Deanshanger Road opposite the Memorial Hall**

5. TRAINING

- 5.1 The Clerk has overall responsibility for training.

6. SPECIFIC POLICIES

- 6.1 Policies for particular premises and activities are attached as Annexes as follows:-
 1. Offices. (Clerks Home Address)
 2. Grounds Maintenance. (Contractor)

7. EMPLOYMENT OF CONTRACTORS

7.1 The notes to be given to contractors are attached at Annex 2.

8. REPORTING AND RECORDING ACCIDENTS

9. Accidents shall be reported to the Clerk who will record them in the Accidents Record Book.

10. SMOKING

10.1 Smoking is not allowed in the Memorial Hall.

1. ELECTRICAL EQUIPMENT

- a) All electrical equipment shall be inspected in accordance with the 1989 Regulations.
- b) 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.
- c) 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plus 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.
- d) 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.
- e) 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.
- f) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

2. FURNITURE, FITTINGS AND EQUIPMENT

- a) Individuals must not move heavy equipment and furniture.
- b) 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.

- c) 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.

4. **FIRE PRECAUTIONS (Memorial Hall)**

- a) All staff must be fully conversant with the "Fire Alert" system displayed.
- b) Exits must be kept clear at all times.
- c) Flammable materials must not be stored, even for a temporary period, in the Hall, unless the storage is in a fire resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials". This includes the outside WW 2 Ammunitions Bunker.

d) **GROUNDS MAINTENANCE**

Annex 1

1. Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment, may do so.
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.
3. 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.
4. 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.
5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
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.
7. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
8. 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.
9. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
10. Pathways on Council owned premises shall be inspected annually.