

# **HOOK PARISH COUNCIL**



## **HEALTH & SAFETY POLICY**

## **HEALTH AND SAFETY POLICY – See Staff Handbook V8A**

### **1.1.1 Introduction**

The Council takes very seriously its obligations and responsibilities under Health and Safety legislation. The objective is to provide employees with a safe working environment and a safe system of work.

The Council regularly reviews working practices including the general working environment and individuals' work stations to ensure that best practices are adhered to or adopted and that safety hazards are identified and accidents so far as reasonably practicable are avoided. In particular the Council regularly monitors the safety of any equipment or machinery provided for use by employees. Maintenance is regularly and scrupulously carried out, and proper records are kept. All equipment and machinery provided complies with the appropriate UK standards and is designed or adapted for the purpose for which it is used. All employees who use or supervise the use of such equipment or machinery are properly trained in its use including Health and Safety considerations.

Health and Safety guidance is given to all new employees upon joining, and regular refresher updating sessions are held for existing employees. The Council requires the full co-operation and participation of all employees.

You are obliged to take reasonable care for your own safety and for the others who may be affected by your acts or omissions, and to co-operate fully with the Council in the arrangements made in relation to Health and Safety matters. For example, you must:

- Adhere to the prescribed safe system of working.
- Report any faults or defects in machinery or equipment immediately.
- Report any safety concerns at all immediately.

Only those qualified to do so and employed for that purpose may carry out repairs or maintenance to machinery or equipment.

### **1.1.2 Safety Officer**

The Council will appoint a Safety Officer to ensure that it is aware of and fully complies with its obligations under Health and Safety law.

All accidents and near misses irrespective of triviality must be reported to the Safety Officer who will ensure that any necessary preventative measures are introduced.

### **1.1.3 Evacuation**

You should be familiar with the evacuation procedures, details of which will be displayed throughout the building where you are working.

Should you discover a fire you should immediately sound the fire alarm and notify the senior staff member present. The senior staff member present will ensure that:

- the alarm has been sounded
- the fire is tackled with available fire-fighting equipment if it is safe to do so
- everyone leaves the premises
- a roll-call is taken at the assembly point
- the roll-call result is communicated to the building fire marshal or fire brigade OIC.

### **1.1.4 First Aid**

All accidents must be recorded in the accident book. You will be notified which members of staff have training in First Aid. If anyone becomes ill while at work and requires medical attention arrangements will be made to call a doctor or the emergency services or take the employee to Accident & Emergency at the nearest hospital.

### **1.1.5 Hazards and Safety Risks**

You have a responsibility to report any potential Health or Safety hazard including infectious or other diseases, accidents or injuries associated with the workplace. Examples are as follows:

- Fire risks, e.g. accumulation of combustible waste, blocking or obstruction of fire doors, corridors, or smoking in non-smoking areas.
- Electrical problems, e.g. worn cables, loose connections, multiple connectors to power sockets, faulty wiring or trailing cables.
- Defective equipment.
- Defective flooring e.g. worn or frayed carpets, uneven or slippery surfaces.
- Unsuitable loading or stacking.
- Broken glass.
- Carelessness by an employee or other person on the premises, e.g. attempting to repair equipment without proper training.

### **1.1.6 Improvements**

You are encouraged to suggest improvements to the Health and Safety policy and suggestions should be made to the Safety Officer.

### **1.1.7 Discipline**

Any breach or non-observance of the Health and Safety policy constitutes a disciplinary offence in respect of which you may in an appropriate case be dismissed.

### **1.1.8 General Aims of Hook Parish Council**

So far as is reasonably practicable the Council aims to achieve the following:

- Premises heated to at least the minimum temperature required by law.
- Safe equipment and systems.
- Safe methods of handling, storage and transport of articles or goods.
- Provide employees with information, instruction and training.
- Ensure the place of work is safe with means of access and egress.
- Provide a safe working environment.
- A no smoking policy in line with government legislation.
- All storage areas are safely laid out with adequate room for access in safety.

### **1.1.9 Display Screen Equipment**

The Council has particular obligations where employees habitually use display screen equipment as a significant part of normal work. Workstations and work routines will regularly be reviewed to ensure that they comply with the law and to ensure that the employee has adequate breaks from the use of display screen equipment. Regular and proper training will be given to minimise Health and Safety problems. Free eye and eyesight tests are available for those appointed to use display screen equipment and for those who currently use this equipment at regular intervals. The Council will pay for glasses prescribed for the use of an employee when operating display screen equipment but not for designer frames or for lenses other than those prescribed specifically for use in connection with the operation of display screen equipment.