

# **GOXHILL PARISH COUNCIL**

## **HEALTH AND SAFETY AT WORK ACT, 1974**

**Reviewed December 2020**

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### **PART ONE**

#### **General Statement of Policy, Duties and Responsibilities**

##### **1.1 Policy Statement**

Goxhill Parish Council ('the Organisation') recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid and volunteer) under the Health and Safety at Work Act 1974, and any other relevant legislation and common law duties of care including:

- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995
- Health and Safety First Aid Regulations, 1981
- Working Time Regulations

Throughout this Statement, terms such as 'staff', 'workers', 'employees', include both paid and volunteer workers.

It is the policy of the Organisation to promote the health and safety of the staff and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Display the HSE poster entitled 'Health and Safety Law' as required
- Encourage everyone to accept their own responsibility not to endanger themselves or others and to assist actively in fulfilling the requirements and spirit of legislation and good practice;
- Ensure the provision and maintenance of plant and other equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to

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enable everyone to avoid hazards and contribute to their own safety and health;

- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (e.g. a person appointed as a Health and Safety Officer or Representative) as required;
- Make, as far as is reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise from the Organisation's activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Organisation arising out of or in connection with the Organisation's activities;

This policy statement and/or the procedures for its implementation may be altered at any time by the Parish Council. The statement and the procedures will be reviewed annually by the Parish Council or other persons appointed by the Parish Council.

### **1.2 Statutory Duty of the Organisation**

The Organisation will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Provide adequate welfare facilities;
- Give workers the information, instruction, training and supervision necessary for their health and safety.

In particular, the Organisation will:

- Assess the risks to the health and safety of its workers;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement, including the health and

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safety procedures and arrangements in force, and bring it to the attention of its workers;

- Appoint someone competent to assist with health and safety responsibilities and consult staff members (or their safety representative(s)) about this appointment;
- Co-operate on health and safety with other employers sharing the same workplace;
- Set up emergency procedures;
- Provide adequate first aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use, as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
  
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

### **1.3 Statutory Duty of the Organisation's Workers**

Employees also have legal duties and the Organisation strongly requests non-employed (voluntary) workers also to observe these. They include the following.

- To take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- To co-operate with the Organisation on health and safety;
- To use work items provided by the Organisation correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes; and

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- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Organisation.

### **PART TWO:**

#### Organisation of Health and Safety

##### 2.1 Health and Safety Sub-committee.

The Parish Council as the employer, has overall and final responsibility for health and safety matters at Goxhill Parish Council, and for ensuring health and safety legislation is complied with.

The Parish Council will appoint a Personnel Committee to:

- have a broad overview of Health and Safety matters;
- keep the Parish Council's Health and Safety policy and procedures under review;
- conduct safety tours of the premises;
- ensure that risk assessments are carried out
- take such action as may be required to ensure that the Parish Council's responsibilities for Health and Safety are fulfilled; and
- report to the Parish Council on their performance of these responsibilities.

##### 2.2 Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Parish Council may publish from time to time.

###### a) Accident Book

Any injury suffered by a worker in the course of employment, however slight, must be recorded, together with such other particulars as are required by statutory regulations, in the accident book maintained by the Parish Clerk.

###### b) Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Organisation and any directions for the use of such must be followed precisely.

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c) Maintenance

Defective equipment, furniture and structures must be reported as such without delay.

d) Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

e) Food Hygiene

When handling or preparing food there are specific hygiene requirements:

- Regularly wash hands before and during food preparation and always after using the toilet;
- Inform the Parish Council of any skin, nose, throat or bowel problem;
- Ensure cuts or sores are covered with waterproof dressings;
- Keep yourself clean and wear clean clothing;
- Remember that smoking in a food room, and other enclosed spaces, is illegal;
- Never cough or sneeze over food;
- Clean as you go. Keep all equipment and surfaces clean;
- Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C);
- Ensure waste food is disposed of properly. Keep the lid on the rubbish bin and wash your hands after putting waste in it;
- Avoid handling food as far as possible;
- Tell the Personnel Committee if you cannot follow the rules;
- Advise the Personnel Committee of any defects or concerns regarding the facilities - e.g. uncleanness, refrigeration malfunction or cracked food preparation surfaces.

f) Display Screen Equipment

The Organisation recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Workers are advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Organisation's expense.

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g) Alcohol, Drugs and Tobacco

Smoking, the use of drugs (except under medical supervision) and use of intoxicants is prohibited during working hours and no employee may undertake his/her duties if under the influence of alcohol or drugs, except under medical supervision.

### **PART THREE:**

#### **Arrangements and Procedures**

The Parish Clerk is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

#### **3.1 First Aid and Accident Reporting:**

- In the event of an injury or illness, ring for an ambulance directly. To call an ambulance, dial 999 or 112 and ask for 'ambulance'.
- All accidents must be reported to the Personnel Committee immediately or as soon as practicable.
- All accidents must be entered in the accident book situated in the Clerk's office. The procedures for 'notifiable' accidents as shown in Appendix A below must be followed.
- The Personnel Committee will investigate incidents and accidents, writing a detailed report for the Personnel Committee to consider the actions necessary to prevent a recurrence.

#### **3.2 Bomb Warnings:**

- If you receive a warning try to find out from the caller:
  - the approximate location of the bomb and likely time of detonation;
  - whether the police and fire brigade have been notified.
  - Try to record exactly what is said.
- Notify the Police immediately on 999 or 112.

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### 3.3 Cleaning Materials, General Machinery and High Risk Areas

- All portable machinery must be switched off and unplugged when not in use.
- Wandering cables are a hazard; use with caution and safety in mind.
- Use protective clothing and equipment provided and as instructed on machinery/ equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

## **PART FOUR APPENDICES**

### Appendix A - Accident Reporting

#### A.1. Accidents

All accidents which occur during work for the Parish Council must be recorded.

#### A.2. Accidents to Workers

##### (a) For **all** accidents

Complete the Accident Book.

(b) For accidents reportable to the Health & Safety Executive (for contractors see A.2(c) below)

If accident results in incapacity for work for more than 7 calendar days then complete form F2508 with copies to:

Health & Safety Executive, Foundry House, 3 Millsands, Riverside Exchange  
SHEFFIELD, S3 8NH

If accident results in fatality, fracture, amputation or other specified injury (see Section A.4. below) then immediately notify:

Health & Safety Executive, Foundry House, 3 Millsands, Riverside Exchange  
SHEFFIELD, S3 8NH

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Follow up within seven days with completed F2508 with copies to:

Health & Safety Executive, Foundry House, 3 Millsands, Riverside Exchange  
SHEFFIELD, S3 8NH

### **A.3. Accidents involving Members of the Public**

#### **(a) For all accidents**

Complete the Accident Book.

#### **(b) For Accidents reportable to the Health & Safety Executive**

If accident results in fatality, fracture, amputation or other specified injury (see Section A4 below) then immediately notify:

Health & Safety Executive, Foundry House, 3 Millsands, Riverside Exchange  
SHEFFIELD, S3 8NH

Follow up within 7 days with complete F2508, copies to:

Health & Safety Executive, Foundry House, 3 Millsands, Riverside Exchange  
SHEFFIELD, S3 8NH

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

### **A.4. Definition of Specified Major Injuries or Conditions**

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist but not a bone in the hand; any bone in the leg or ankles but not a bone in the foot.
- Amputation of: a hand or foot, a finger, thumb or toe; or any part thereof if the joint or bone is completely severed.
- Other specified injuries and conditions:
- The loss of sight in an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye.
- Injury (including burns) either requiring immediate medical treatment, or



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involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not it is due to direct contact.

- Loss of consciousness resulting from lack of oxygen.
- Decompression sickness requiring immediate medical treatment.
- Either acute illness that requires treatment, or a loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
- Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

**IF IN DOUBT REPORT IT**

### **A.5. Dangerous Occurrences**

In the event of any of the following:

- Collapse/overturning of machinery;
- Explosion/collapse of closed vessel/boiler;
- Electrical explosion/fire:

Notify the following immediately:

Health & Safety Executive, Foundry House, 3 Millsands, Riverside Exchange  
SHEFFIELD, S3 8NH

### **A.6. Occupational Diseases**

- Poisoning;
- Skin Diseases;
- Lung Diseases;
- Infections.

On receipt of a written diagnosis from a Doctor, report the disease using form F2508A to:

Health & Safety Executive, Foundry House, 3 Millsands, Riverside Exchange  
SHEFFIELD, S3 8NH

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Full details of Dangerous Occurrences and Occupational Diseases can be found in the HSE Guide to RIDDOR.

IF IN DOUBT REPORT IT

### **APPENDIX B**

#### **Display Screen Equipment**

##### **E.1. Who is a display screen user?**

The Regulations are for the protection of workers (including self-employed workers) who habitually use display screen equipment for a significant part of their normal work.

In some cases it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individuals concerned should be regarded as users. Where use is less continuous, 'user' status would apply if most or all of the following criteria are met.

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results;
- The individual has no discretion as to the use or non-use of the display screen equipment;
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job;
- The individual normally uses display screen equipment for continuous spells of an hour or more;
- The individual uses display screen equipment in this way more or less daily.
- Fast transfer of information between the user and the screen is an important requirement of the job;
- The performance requirements of the system demand high levels of attention and concentration by the user: for example, where the consequences of error may be critical.

##### **B.2. Eye testing and spectacle costs**

There is no reliable evidence that work with a display screen causes any permanent damage to eyes or eyesight, but it may make the user with pre-

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existing vision defects more aware of them. This may give rise to visual fatigue and headaches. It is worth noting that these symptoms can also be due to poor lighting, incorrect posture, poor workstation layout, design or maintenance of hardware or other problems. All of these can, separately or in combination, cause eye discomfort.

### **B.3. Workers' Entitlement.**

#### **B.3.1 Eye Test.**

Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager, who will provide them with the forms to take to an optician of the worker's choice.

A worker may request a test if s/he:

- is already a user for a significant part of her/his work.
- is about to start using display screen equipment for a significant part of his/her work.
- is experiencing visual difficulties which may reasonably be considered to be related to display screen work.
- it is recommended by an optician at the time of an eye examination that the worker should have eye tests at regular intervals.

#### **B.3.2 Spectacles (Glasses).**

If, as a result of the eye tests, a worker requires spectacles solely for use with display screen equipment, s/he is entitled to reimbursement of the cost of a basic pair. If the worker wishes to choose more costly spectacles (e.g. a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles.

If, as a result of the tests, spectacles are required for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report.

#### **B.3.3 Who pays the Optician?**

The worker pays the optician and then obtains reimbursement, attaching the

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receipt(s) and any other reports to form DSE1, and gives these to his/her Line

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Signed (Council Chair):



Print Name:

M. RATHERCOLE

Date:

7/1/2021

Signed (Clerk):



Print Name:

Vicky Haines

Date / Minute Reference:

7/1/2021 - 2021/12(4)