



HAYDON WICK PARISH COUNCIL

HEALTH & SAFETY POLICY

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Health and Safety Policy Statement

It is the policy of Haydon Wick Parish Council to comply with our obligations under the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended), and other supporting legislation concerning Health and Safety. At all times, we endeavour to provide and maintain a healthy and safe working environment, and to protect the health and safety of all visitors; including contractors, temporary workers and members of the public, who might be affected by our operations.

Our statement of general policy is to:

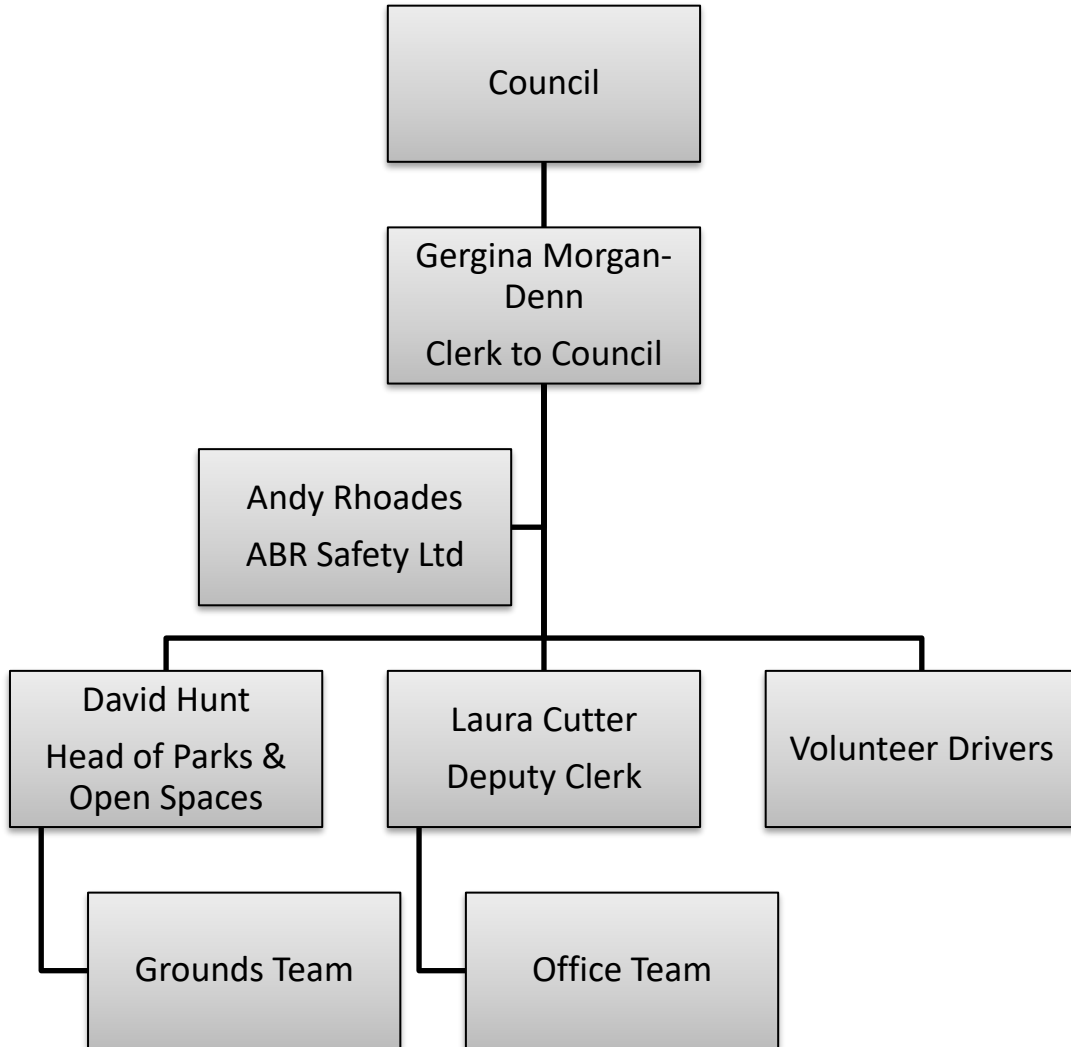
- Eliminate, as far as reasonably practicable, health and safety hazards. Where hazards cannot be eliminated Haydon Wick Parish Council will manage and control hazards to reduce the risks they pose to an acceptable level. Competent persons will complete risk assessments which will be communicated to all those affected.
- Provide and maintain safe equipment
- Ensure the safe handling and use of substances potentially hazardous to health
- Ensure employees are competent to complete their tasks and have been given suitable training, information and supervision to do so
- Prevent accidents and cases of work-related ill health
- Report all accidents to the person with responsibility for health and safety
- Consult with employees on matters arising that affect their health and safety
- Maintain safe and healthy working conditions

Haydon Wick Parish Council employees have a duty to report anything dangerous; any shortcomings in the employer's protection arrangements and they must use equipment in accordance with instructions and training. Employees must also take reasonable care of themselves and cooperate fully with Haydon Wick Parish Council for them to fulfil their legal obligations.

Haydon Wick Parish Council Health and Safety Policy is regularly monitored and improvements to the Policy will be implemented as necessary. We invite everyone to put forward suggestions for improvements regarding the Health and Safety Policy either informally or in writing directly to the Clerk to the Council.

Name	Position	Signature	Date
Georgina Morgan-Denn	Clerk to the Council		November 2020
	Chair to the Council		November 2020
	Vice Chair to the Council		November 2020

Haydon Wick Parish Council
Organisational Structure for Health and Safety



The person responsible for the overall Health and Safety Policy at Haydon Wick Parish Council is:

Name	Position	Address for correspondence
Georgina Morgan-Denn	Clerk to the Council	Haydon Wick Parish Council Thames Avenue Haydon Wick Swindon SN25 1QQ

The Designated Health & Safety Officer and Fire Officer is:

Name	Position	Address for correspondence
Laura Cutter	Deputy Clerk & Amenities and Leisure Committee Officer	Haydon Wick Parish Council Thames Avenue Haydon Wick Swindon SN25 1QQ

The Designated Health & Safety Co-ordinators are:

Name	Position	Address for correspondence
David Hunt	Head of Parks & Open Spaces	Haydon Wick Parish Council Thames Avenue Haydon Wick Swindon SN25 1QQ

The Appointed Health & Safety Competent Person is:

Name	Position	Address for correspondence
Andy Rhoades	H&S Advisor	ABR Safety Limited 17 Roman Crescent Swindon SN1 4HH

Scope of this Policy

This policy describes the Health and Safety Management System for:

Haydon Wick Parish Council



Part 1 Health & Safety Responsibilities

Clerk to the Council
Head of Parks & Open Spaces
Employees
H&S Advisor
Sub Contractors

Part 2 Health & Safety Arrangements

Part 3 Emergency Procedures

Part 4 Visitor Safety

Part 5 Driving Safety

Part 6 Grounds Team Safety

Part 7 Office Safety

Part 8 Policy Review

Part 1 - Health & Safety Responsibilities

Responsibilities of the Council

The Health and Safety Commission requires that the Council recognise their personal responsibilities and liabilities under health and safety law.

The Council:

- Must accept formally the role of providing health and safety leadership for the estate.
- Need to ensure that all decisions reflect the health and safety intentions detailed in the Health and Safety Policy statement.
- Need to recognise their role in engaging the active participation of workers in improving health and safety.
- Need to ensure that they are kept informed of relevant health and safety risk management issues.

Responsibilities of the Clerk to the Council

The Clerk to the Council has overall responsibility for all day to day health, safety and welfare matters for the Haydon Wick Parish Council. She ensures there is an effective health and safety policy, the provision of regular reviews to its efficiency and the provision of staff, funds and materials to meet the policy's requirements. Where required she reverts to the Council to ensure the provision of adequate resources.

The Clerk to the Council ensures:

- That responsibility for safety is properly assigned and accepted at all levels.
- That arrangements are made for the provision of suitable and sufficient safety training for all employees including specialised training if required.
- Updates and changes are subject to consultation with staff and are communicated to staff and that updated documentation, e.g. a revised H&S Policy is available to staff.
- Suitable and sufficient accident and incident investigation to identify the cause and appropriate remedial action, including for those which result in only minor injuries, damage to plant or materials with no injury and near misses.
- That records of injuries and work-related diseases are maintained and that appropriate reporting action is undertaken.
- The provision of adequate welfare and first aid.
- That health and safety monitoring is regularly undertaken at all locations where we operate.
- That information is obtained from suppliers on the safe use of plant, equipment and materials and that relevant health and safety information and guidance are provided to employees as required.
- That records of statutory inspections and other appropriate records are kept.
- That suitable and sufficient risk assessments are prepared for each of our significant risks following the identification of hazards in the workplace; and supports the determination of the most appropriate method of working safely; and that assessments are recorded.
- That appropriate resources are allocated to allow for the elimination and/or control of known hazards and to safeguard against the introduction of new risks.
- The provision of suitable plant and equipment necessary to ensure safe access, safe working or ease of handling including the requirements for any specialised equipment.

- The provision of all necessary items of personal protective equipment, safety signs and relevant health and safety documentation.
- That the action to be taken in the event of an emergency or fire and the provision of suitable firefighting equipment is fit for purpose.
- The protection of the public where they may be affected by our work and activities.
- That employees are only allocated work according to their ability, and that they have been given the appropriate instructions and/ or training to enable them to carry out their work in a safe manner.
- That only trained, competent and authorised personnel use plant, tools and equipment and those young or inexperienced workers are properly supervised.
- The availability, where required, of information on the potential hazards of articles and substances used by personnel within their control, and that all necessary COSHH assessments are carried out.
- The co-ordination of work of contractors where applicable.
- That prompt corrective action is taken whenever unsafe acts are noticed or reported.
- That cleanliness, tidiness and all general good housekeeping is of an acceptable standard.
- That competent advice on all health and safety topics is sought, where it is not otherwise readily available.

Responsibilities of the Head of Parks and Open Spaces

The Head of Parks and Open Spaces is responsible for the administration and planning of Health and Safety for the tasks conducted by the grounds team.

- Ensuring that all relevant Health & Safety documentation is kept up to date and made available to the relevant persons within the Parish Council.
- Maintaining a training register and ensuring that all identified training requirements are satisfied, including the provision of safety briefings and toolbox talks.
- Ensuring that materials are stored safely and that, where appropriate, firefighting equipment is readily available.
- Ensuring that all regular and scheduled Health & Safety checks and maintenance tasks are completed.
- Ensuring all plant and machinery is maintained in a safe working condition and that all required servicing and maintenance is completed.
- That health and safety monitoring is regularly undertaken at all locations where we operate.

Responsibilities of Health & Safety Advisor

It will be the Health & Safety Advisor's responsibility to make arrangements for monitoring the implementation of the Health & Safety Policy and report the findings to the Management Team. The Health & Safety Consultant is required to:

- Support the Council to implement systems for ensuring compliance with Health and Safety legislation and implementation of the Health and Safety Policy.
- Monitor and audit the implementation of the policy and procedures on the site. Provide advice to ensure that the Council establishes and complies with relevant regulations on safety representation and review matters related to health and safety.

- Advise on the correct implementation of the incident investigation procedures and the appropriateness of the elimination of hazards and control of residual risks across the organisation.
- Produce and publish documentation giving information and guidance on matters of Health and Safety including information on approved codes of practice, government and Council statistics and indices, and the review of performance, where applicable.
- Encourage regular site safety inspections to be completed, hazards to be identified and risks to be assessed and prioritised for elimination, corrective action or control - on a timely basis.
- Provide advice and guidance on fire safety including suitable fire risk assessment and emergency evacuation procedures.
- Conduct regular safety checks as required.

Responsibilities of Employees

All employees have a personal responsibility regarding health & safety, as follows:

- To be familiar with our Health & Safety Policy, to co-operate and implement its contents.
- To understand and comply with all instructions, working procedures and safety rules which apply to their work. Some rules have a general application, like those in place for fire risks and emergencies. Others refer to specific jobs and equipment.
- To always work with due care and attention. Whilst it is the management's responsibility to provide and maintain the necessary equipment for safe working, it is equally the employee's responsibility and legal obligation to use that equipment properly.
- To report all accidents, injuries, dangerous occurrences and 'near misses' no matter how trivial.
- Not to operate plant, tools or equipment unless trained and authorised to do so.
- To wear or use personal protective equipment as instructed and when circumstances dictate its use.
- To report any hazards and, if appropriate, make suggestions for their elimination and control.
- To report any defects in plant, tools or equipment.
- Not to misuse or remove any items provided for the purposes of health and safety
- To ensure their work area is kept clean and tidy.
- To raise any safety matter with the appropriate person.

Responsibilities of Contractors

All contractors working for the Parish Council are required to demonstrate that the work they carry out is done in a safe manner and that the activity does not present a risk to our employees, members of the public and visitors to our sites or to themselves. Contractors are required to:

- Provide risk assessments and where applicable method statements in advance of starting work.
- Make themselves aware of Haydon Wick Parish Council's Health & Safety Policy and ensure that their own systems meet the same standard as a minimum.
- Provide trained and competent workers, where applicable.
- Provide all necessary personal protective equipment for themselves and others affected by their work.
- Provide sufficient signage and barriers to protect other people who may be in the area affected by their work.

Part 2 - Health & Safety Arrangements

General Health & Safety Guidelines

All personnel must follow the rules and procedures contained in this policy.

- All personnel must immediately report any unsafe practices or conditions in the workplace to their immediate line manager.
- Personnel under the influence of alcohol or drugs are prohibited from the workplace.
- Any act, including horseplay, which might endanger the health and safety of others is strictly prohibited.
- An employee who is unfit due to injury, illness or fatigue will not be allowed to work if the impairment might put at risk the health and safety of that employee or other persons.
- Employees must not modify, adjust, move or tamper with any electrical equipment or machinery outside the scope of their duties, unless instructed by a senior member of the Council.
- Waste materials, particularly combustible materials and oily rags must be disposed of carefully, and in a way that they do not constitute a fire or other hazards.
- Employees should not undertake a task, which appears to be unsafe to him or her or other personnel.
- Employees will not undertake tasks that require safety training without receiving that training.
- All injuries must be reported to the immediate line manager and health and safety advisor.
- Protective guards and safety devices must be properly fitted and used where appropriate. Defects in guards and safety devices must be reported to the Head of Parks & Open Spaces.
- Only authorised employees are permitted to use chemicals in the workplace.
- Employees must wear suitable clothing and footwear at all times, and personal protective equipment must be worn where appropriate.

Further information on the above can be found in the relevant section below.

Accident Investigation & Reporting

Haydon Wick Parish Council (HWPC) will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Clerk to the Council is responsible for reporting under the Regulations. This will entail the Clerk to the Council or other designated personnel making reports, and the cooperation of all relevant personnel involved is essential in order to establish:

- The circumstances of an accident or dangerous occurrence or disease.
- The nature and severity of the accident or dangerous occurrence or disease.
- The identity of eyewitnesses.
- The time, date and location of the accident or dangerous occurrence or disease.

Eyewitness accounts for the report will be collected as near to the time of the accident as is reasonably practicable.

We will study the completed report and will attempt to discover why the accident or dangerous occurrence, or disease happened, and then take action to prevent a recurrence of the accident or dangerous occurrence or disease.

Issues such as liability, proceedings or damages will be assessed following the completed report and, if necessary, the Council will take appropriate professional legal advice.

Accident Procedure

All employees must ensure they report all accidents, personal injuries or 'near misses' and any potentially unsafe items of equipment or working situations. The employee and the Clerk to the Council, must record ALL ACCIDENTS, no matter how trivial, by completing an Accident Form which can be found in the Clerk to the Council's office.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 – RIDDOR, employees must report to the Health & Safety Officer any accident at work which results in personal injury and will be encouraged to identify incidents where injury was fortuitously avoided (i.e. near miss accidents).

The Clerk to the Council will undertake investigation of accidents and where practicable, will recommend a means of preventing a recurrence. All serious (reportable) accidents will also be investigated by the Clerk to the Council and the Health & Safety Advisor.

Asbestos

HWPC will comply with the requirements of the Control of Asbestos Regulations 2012.

Asbestos dust can kill. It can cause lung damage and cancer. The dust particles that harm are too small to see with the naked eye and the diseases that develop can take many years. There is no cure.

Asbestos can be found in most buildings and is used in asbestos cement products as sheets, tiles, tanks, gutters, down pipes, decorative finishes, insulation board, fire doors, ceiling tiles, sprayed coatings, insulation and lagging to pipe work and plant, caulking materials, and fire protection materials.

All staff should read the separate asbestos file and be aware of any locations.

If you discover or encounter asbestos:

If you suspect asbestos or think you have disturbed asbestos based material, STOP WORK, inform the Clerk to the Council and do not recommence this work until further instructions. Make sure your work colleagues are made aware of the hazard of the asbestos.

Communication & Consultation

We will endeavour to ensure that employees are familiar with the contents of the Council Health and Safety Policy and will communicate with employees orally, through department heads, and in writing. We will consult with employees on all health and safety topics that may impact their work and work environment.

Compressed Air Equipment

HWPC will comply with the requirements of the HSE's Guidance, HSG39 Compressed Air Safety and, the following precautions should be taken:

- Obtain all necessary personal protective equipment including mufflers required from the Managing Director before using compressed air equipment.
- Report all defects to equipment immediately to the Director and ensure the defects are rectified prior to its further use.
- Do not start a compressor until sure it is safe to do so.
- Compressed air tools must not be connected to the compressed air supply line until the tap to which your air hose is connected has been turned off.
- It is forbidden to interfere in any way with the compressor unit unless you are trained to do so.
- No appliance may be connected to the compressed air system by means other than the correct connector.
- It is forbidden for any person to miss-use compressor air in any way.

Contractors

Before any contractor commences work they must:

- Be approved and competent for the required work
- Be able to supply adequate certification, risk assessments and be fully conversant with the HWPC's Health & Safety Policy
- Prepare a risk assessment and method statement for each activity and ensure that both preventative and protective measures are taken and agreed by both parties

Co-operation & Care

This Health and Safety policy and supporting management system are designed to ensure that we provide and maintain a safe and secure work place for all of our employees and others affected by our work. Employees are expected to co-operate with the Clerk to the Council and department heads and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties in accordance with this policy.

COSHH Precautions

HWPC will comply with the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended) and, the following precautions should be taken to minimise and control exposure:

- Handle hazardous substances with care and use the personal protective equipment supplied as it is supposed to be used.
- Make sure you are familiar with the rules (e.g. COSHH) for using substances always refer to the COSHH assessment.
- Before eating, drinking and smoking ensure that hands are washed.
- Remove lids/stoppers only when the substance is to be used and replace immediately after use.
- Store flammable substances as per manufacturer's/supplier's recommendations.
- Only minimum quantities, required for immediate use, are to be kept in a work area.
- Employees who may come into contact with hazardous substances will receive training and information on the health and safety issues concerning substances. Employees working with hazardous substances must follow procedures relating to the substances.

- Employees must assume that all substances are hazardous unless known otherwise and you must abide by all the hazard information provided on assessment sheets. If you are in doubt as to the substance or its method of use ask the Health & Safety Officer.
- Substances hazardous to health include natural and artificial substances (including micro-organisms), which can be toxic, harmful, corrosive or irritant to any employees exposed to them.
- In the event of contamination, the employee should find out the substances and its source and, if injury occurs he/she should contact the First-Aider, his/her own doctor or the Local Hospital (Casualty Department) for treatment without delay.

Electrical Appliances

- All electrical equipment whether fixed or portable is to be subject to periodic testing and appropriate records kept.
- The correct voltage for tools and equipment must always be used.
- Waterproof fittings must be used for external work.
- Leads must not be allowed to trail, as this may cause a tripping hazard.
- Frayed electrical leads must be repaired or replaced immediately.
- Operators must ensure that they are familiar with any safety instructions (including manufacturer's instructions) relating to any equipment before use.
- It is forbidden to interfere with any electrical appliance.
- The operator must check all electrical tools, leads, and plugs of any electrical equipment before bringing into use.
- Any obvious sign of irregular operation of electrical equipment should be reported at once to the supervision.
- If any electrical appliance, is found to be faulty whilst in use it must be reported immediately to the Line Manager.
- It is forbidden to carry out any repairs or fit any plug to an electrical appliance unless authorised to do so.
- No electrical appliance may be connected to an electrical system by any means other than the correct plug or connection.
- Care must be taken when using kitchen equipment and any spillages must be cleaned up immediately.

Fire Safety & Emergencies

HWPC will comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005, including the undertaking of a fire risk assessment for each building and organised event.

Controlling Fire Risk:

One of the most important areas of fire prevention is to minimise and/or isolate combustible materials as follows:

- Flammable liquids including oils, fuels and paints or other flammable material must be removed from the business premises if not normally required for business operations. If flammable liquids/materials are used for business operations liquids/materials must be kept to a minimum and securely stored in appropriate closed metal containers within a properly designed storage facility well away from sources of ignition.

- Gas leaks are a source of fire or explosion and the detection of a gas leak must be reported to the Clerk to the Council or Head of Parks & Open Spaces immediately. All equipment with gas taps including gas bottles not in use should be regularly checked to ensure that the gas taps are turned off and not leaking.
- Any waste including paper, cardboard, pallets, oily rags etc. must not be allowed to accumulate and must be disposed of in an appropriate way.
- Smokers and Vapers must only smoke in designated areas and discarded cigarette butts must be properly extinguished. Do not extinguish or throw cigarette butts into waste paper bins.
- Faulty electrical equipment is a common source of a fire, therefore, electrical equipment not in use must be switched off and any observable defect of electrical equipment must be reported to the Clerk to the Council.
- Pallets and refuse bins in yard areas must be positioned a safe distance away from the building.

Evacuation of Disabled Employees & Visitors:

All disabled employees and visitors must, where practical to do so, be located in a position within the building where it is easy to exit the building quickly and safely in the event of an emergency. As part of the fire evacuation procedure a check must be undertaken to ensure that the evacuation route is appropriate for a disabled person. Disabled visitors shall be designated two able bodied employees who can assist with the safe evacuation in the event of an emergency.

Evacuation of Members of the Public, Visitors and Contactors:

If a visitor is meeting you, it is your responsibility to ensure they are safely evacuated in the event of a fire drill or emergency evacuation. Visitors who are left unattended must be made fully aware of the escape routes and evacuation procedure. Ensure that members of the public are escorted from the premises during an evacuation. All contractors working at HWPC premises must be advised of the evacuation procedure.

Firefighting Equipment:

Firefighting equipment is provided throughout the workplace and training in its use is given to relevant personnel. Make yourself aware of the location and type of fire extinguishers in your work area. Do not remove or relocate extinguishers and report any that have been used so that they may be replaced.

Other Emergency Procedures:

In the absence of the alarm sounding in the case of a fire or other dangerous situation being detected, supervisors will warn employees or members of the public by word of mouth to evacuate the premises. They may order evacuation in the case of a fire or any other dangerous situation and no employee must assume that a situation is not serious because there are no visible signs of an emergency in their immediate locality. Immediately after supervisors give instructions, all employees must leave the building by the nearest available exit and assemble at the designated assembly point. Employees must also ensure that visitors, contractors, volunteers / temporary workers and members of the public leave the building by the exit routes.

Employees must consider that old people, disabled people or children may need assistance to leave the premises and that people using toilets or other ancillary rooms may not be aware of the emergency.

Discovery of Explosives, Bombs, Suspicious Packets:

- DO NOT touch anything suspicious
- Warn the Clerk to the Council or Deputy Clerk to the Council.
- Before leaving, take all necessary measures so that nobody, even mistakenly, comes into contact with dangerous object before the arrival of the police.

First-Aid

HWPC will comply with the requirements of the Health and Safety (First Aid) Regulations 1981. All employees hold a valid Emergency First Aid at Work certificate and appropriate first aid boxes are provided.

- First-Aid is only to be carried out by a trained First-Aider.
- Every first aid box will be of the appropriate size and have the correct contents.
- The location of the first aid box shall be clearly identified.
- It is the responsibility of the Deputy Clerk to the Council and Head of Parks & Open Spaces to ensure that stock is replaced in the boxes as necessary.
- Employees with a more serious injury will be sent or taken to the nearest hospital.

If the First Aider has any doubt as to the severity of an injury or the health of any person on HWPC's premises, employees will not hesitate to dial 999 and ask for the ambulance service.

All accidents or injuries must be reported to the immediate line manager.

First-Aid Boxes

Locations:

Kitchen of Office

Grounds Team Workshop

The First-Aid box should be made of suitable material and so designed to protect the contents. All boxes should be clearly marked.

First-Aid boxes and travelling First-Aid kits should contain sufficient quantities of suitable First-Aid materials and nothing else. For most First-Aid boxes sufficient quantities may be considered as:

- A general guidance card on First-Aid.
- 20 individually wrapped, sterile, adhesive dressings (assorted sizes) appropriate for the work environment.
- 2 sterile eye pads, with attachment.
- 6 individually wrapped, triangular bandages.
- 6 safety pins.
- 6 medium sized, individually wrapped, sterile, un-medicated wound dressings (approx. 10cm x 8cm).
- 2 large, individually wrapped, sterile, un-medicated wound dressings (approx. 13cm x 9cm).
- 3 extra-large, individually wrapped, sterile, un-medicated wound dressings (approx. 28cm x 17.5cm)

Housekeeping

Accidents happen more frequently in an uncontrolled or untidy environment. It is necessary to maintain a high standard of cleanliness and the proper and safe storage of all goods and supplies must be ensured. All employees should be vigilant in maintaining their surroundings in a clean, tidy and well organised manner. Where hazards are identified that you cannot readily rectify yourself you must report this to your Department Head or Clerk to the Council so that action can be taken to control any risk to yourself and others.

Hygiene & Health Conditions

- Paying attention to good personal hygiene will help to reduce the spread of diseases and viruses in the workplace. Most importantly, employees should thoroughly wash and dry of hands after toilet use. The co-operation of all employees in this regard is requested.
- If handling food or drink (including tea/coffee making operations) or handling crockery or utensils that are for use by others (kettles or cups for example) employees must wash their hands first.
- Employees should be aware of the potential for the spread of viruses through the use of shared telephone handsets, these should be periodically wiped with a clean damp cloth containing detergent or disinfectant. Where possible use dedicated telephone hand set extensions.

Inspections in the Workplace

We will comply with the Workplace (Health, Safety & Welfare) Regulations 1992 (as amended). This requires regular inspections of the workplace on an on-going basis. Inspections will be of a routine nature and/or as a result of an event or a planned change in working procedures. Inspections will always provide the opportunity to review the continuing effectiveness of safe working practices and therefore implement changes where necessary. Inspections may be recorded and will be discussed at health and safety or team meetings.

Ladders and Step Ladders

- No ladder may be used unless it is of sound construction, of the correct length, and either secured or footed.
- Defective ladders must be removed from use immediately and reported to the Head of Parks & Open Spaces.
- Only light work, of short duration, is to be carried out from a ladder.
- Always carry out a visual inspection to ensure the ladder is not defective prior to use.
- Ladders used for work on client sites must be a minimum of Class 2 EN131.
- Ensure the ladder is pitched @ 75 degrees and is tied where possible.
- Only one person should access the ladder at any one time.
- Ladders used for access should extend 5 runs beyond the surface being accessed.
- Never lean sideways when using a ladder.
- Avoid lone working when using a ladder.

Legionella

We will comply with our duty to consider the risks from Legionella that may affect employees or members of the public and will take suitable precautions to control the risks. Where it is deemed necessary we will have an assessment of the potable water system carried out by a competent person.

Lifting Operations and Equipment

All reasonable steps will be taken to ensure lifting operations and equipment is suitably managed with regards to health and safety. Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it.

Lifting equipment must only be used if:

- There is a safe working load displayed and the load is within the limit.^[1]_{SEP}
- It has been examined and tested prior to use and within examination scheme.
- There are no obvious signs of defects or damage.
- You have received information, instruction and training to do so.

Any damage to lifting equipment or accessories should be reported immediately to HWPC/Line Manager and equipment taken out of use or signed appropriately.

Lone Working

The Council recognises that some staff are required to work by themselves without close or direct supervision, sometimes in isolated work areas or out of office hours. These are defined as lone workers.

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, the Council has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances. However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.

Where it is unavoidable to have lone workers in order to meet business requirements of the Council a suitable risk assessment will be undertaken in consultation with workers to assess risks and take steps to avoid or control risks where necessary. Emergency procedures will be established and employees trained in them.

This policy applies to all situations involving lone working arising in connection with the duties and activities of Council staff.

When considering the risks attributed to a lone worker, the responsible person should consider:

- Is the person medically fit and suitable to work alone?
- Is there a safe way in and out for the person?
- Are there adequate channels of communication in an emergency?

- Does the workplace or task present a special risk to the lone worker e.g. machinery, hazardous substances, lifting objects too heavy for one person?
- Is there a risk of violence?
- Have reporting and recording arrangements been made where appropriate?
- Can the whereabouts of the lone worker be traced?

Lone workers must ensure that they fully understand the risks and safe systems of work required where they are working and avoid tasks that have been identified as too high risk for lone working e.g. use of ladders.

- Where possible avoid situations where you are working alone.
- Never attempt a high-risk activity when working alone, as working up a ladder or lifting heavy objects.
- Do not allow any suspicious members of the public into the premises if you are working alone.
- Carry a means of communication with you or ensure that you have access to a phone.
- Follow any agreed reporting arrangements.

Manual Handling Operations

The Council will comply with the Manual Handling Operations Regulations 1992 (as amended). Manual handling operations should be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account all factors including the feasibility of the manual handling operation, the load, the working environment and the capabilities of employees and risk to their safety.

- Using mechanical devices rather than manual handling possible, the mechanical devices should be appropriate for the task and are subject to risk assessment.
- The object to be lifted or moved must be inspected for sharp edges and other hazards, i.e. wet or greasy patches, and appropriate steps taken to remove or reduce hazards.
- If lifting or moving objects with sharp or splintered edges, clean dry gloves must be worn to ensure a firm grip.
- The route over which the object is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage or other hazard.
- Employees must not attempt to lift or move an object which is too heavy and which might damage their health.
- Where the lifting or moving of an object is to be done by more than one person, one of the persons should be designated as the supervisor of the operation, so as to coordinate the lifting or moving.
- Employees should assume a squatting position, by keeping the back straight and allowing the knees to take the weight of an object (rather than the back) when lifting a heavy object off the ground.

New & Expectant Mothers

A risk assessment will be carried out in respect of risks to new or expectant mothers, during pregnancy the risk assessment will be reviewed at least every 3 months and more frequently if required. A further

assessment will be made when the new mother returns to work. Where risks to new or expectant mothers are identified, adjustments to working conditions will be made.

Noise

- New Noise at Work Regulations were introduced in April 2006. If you have difficulty having a conversation at 2 metres in a work environment there may well be a noise risk to you. The risk must be assessed.
- When operating plant and equipment with a noise level of 80dB(A) to 85dB(A) – the use of hearing protection is recommended.
- When operating plant and equipment with a noise level greater than 85dB(A) – the use of hearing protection is mandatory.
- Each machine has been assessed and, where required, hearing protection is advised or mandatory as part of the individual risk assessment and safe systems of work.
- Ensure hearing protection is clean, well maintained and correctly fitted.

Outdoor Working

HWPC will ensure, so far as is reasonably practicable, that employees who work outdoors or away from their normal base are not put at any additional risk to their health and safety.

Staff working outdoors, or away from base, are responsible for ensuring that:

- If working on a third party site, they report to a responsible person to ensure familiarisation with safety precautions relating to the particular site.
- They report any problems or shortcomings to HWPC/Line Manager as soon as possible. If, during work, the conditions change or any aspect of the task changes in such a way to increase the risk, work should stop, unless doing so presents a greater risk.
- The appropriate personal protective equipment provided is worn correctly and when required to do so. Any defects must be reported HWPC/Line Manager.
- They are familiar with the emergency arrangements and that these are in place prior to starting work.
- All accidents and incidents are reported to HWPC/Line Manager and in line with any local arrangements for the site.

Pandemic (COVID-19)

A company risk assessment specific to the pandemic, such as COVID-19, will be conducted. With people as the centre of focus, the assessment will consider how and when people will be affected by the pandemic and what control measures need to be implemented on a temporary or permanent basis.

Covid-19

People can catch the virus from other infected people in the following ways:

- Virus moves from person to person in droplets from the nose or mouth when a person with the virus coughs or exhales.
- The virus can survive up to 72hrs out of the body on surfaces which people have coughed on or touched with a contaminated hand etc...
- People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth.

Specific actions include:

- Completion of a company risk assessment.
- Company communication to all employees outlining the need to adhere to Govt. lockdown guidelines, including clarification of what the lockdown requirements are.
- Review of all roles and, all employees who can are to work from home until further notice
- Social distancing protocols and control measures have been introduced in all work areas
- All non essential areas or areas where sufficient controls cannot be introduced or maintained, such as cleaning have been closed until further notice
- All employees have been supplied with the right equipment to be able to work from home
- A programme is in place to keep in touch with home workers throughout the lockdown
- Enhanced cleaning has been introduced in all workplace areas where employees still need to work
- Only essential visits from external 3rd parties are allowed until further notice

Personal Protective Equipment Regulations

The Council will comply with the Personal Protective Equipment at Work Regulations 1992 (as amended).

This requires that all employees who may be exposed to a risk to their health and safety while at work will be provided with properly fitting, suitable, and effective personal protective equipment or clothing.

All personal protective equipment or clothing provided by the Council will be maintained in good working order and all employees provided with such protective equipment or clothing must wear or use such protective equipment properly. Employees must report defective personal protective equipment or clothing to their Department Head and/or Clerk to the Council as soon as it is found to be defective.

Employees provided with personal protective equipment will receive training and information on the use, maintenance and purpose of the equipment. Any concerns in relation to PPE should be raised with your Department Head or Clerk to the Council.

Security

Sites must be made secure at the end of the working day. All ladders must be removed, or boarded over, and tools and equipment removed or locked away.

Smoking

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006 and the Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

It is the policy of Haydon Wick Parish Council that smoking and vaping, which includes e-cigarettes, is expressly prohibited inside all Council premises and vehicles without exception.

Non-compliance:

Any member of staff refusing to observe the policy by smoking or vaping in unauthorised areas will be liable to disciplinary action.

Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

Sources of support to help you stop smoking are:

Call the NHS Smoking Helpline on 0800 169 0 169 to find your local service or speak to a specialist advisor (lines are open daily from 7am to 11pm). Text 'give up' and your full postcode to 88088 www.gosmokefree.co.uk – an online resource for all advice, information and support.

Stress

Stress is the adverse reaction people may have to being put under excessive pressure, which can in extreme circumstances lead to mental or physical illness, such as depression and heart disease. Stress is a growing issue in modern life. We acknowledge our role in assisting employees to manage their personal stress levels effectively. We will:

- Conduct risk assessments to eliminate stress or control the risks from stress.
- Ensure, as far as is reasonably practical, that appropriate selections are made for jobs at the recruitment stage and that staff are fully trained to discharge their duties.
- Operate an 'open door' policy whereby staff can raise concerns with the Clerk to the Council or Head of Parks & Open Spaces, regarding excessive or conflicting work demands.
- Maintain commitment to effective Equality and Diversity and Harassment policies, including the promotion of a culture, which has a zero-tolerance approach towards bullying and harassment and other unacceptable behaviours.

All employees are encouraged to approach their Department Head should a stress issue arise so that a successful conclusion can be achieved at the earliest opportunity. If the issue is of a personal nature which would be more appropriately discussed with an alternative colleague, a senior member of staff can be contacted in confidence. In particular, where stress is believed to be work-related, it is important to raise the issue so that the problem can be addressed. All information will be treated with the strictest confidentiality.

Tools & Equipment

- Tools equipment and machinery are only to be used if in good working order and by qualified and authorised personnel. Defective tools equipment and machinery must be reported to the employee's Department Head and/or the Clerk to the Council.
- Protective guards and safety devices must be properly fitted and used where appropriate when using tools equipment and machinery. Clothing, jewellery or long hair that might pose a risk to safety when using tools equipment and machinery must not be worn.
- Employees must not use any tools equipment and machinery for any purpose other than what the tools equipment and machinery are designed for.
- Hand tools should ideally be battery operated.

Training

Health and safety training is essential for all effective work procedures. All workers will be trained in safe working practices and procedures relevant to their duties. Training will include advice on the use and maintenance of personal protective equipment, where applicable. Training sessions will be held as often as is deemed necessary and will take a variety of formats. Despite training sessions, employees can raise concerns regarding health and safety at any time with the Clerk to the Council or Head of Parks & Open Spaces.

Vehicles, Plant & Machinery

- Only authorised and, if applicable, certificated, drivers and operators may use any vehicles, plant or machinery.
- Users of any vehicles, plant and machinery must ensure that equipment is in good working order and well maintained. Defects must be brought to the attention of the Plant and Equipment Line Manager immediately.
- Regular inspections appropriate to each vehicle, plant or machine must be made and any defects brought to the attention of the Plant and Equipment Supervisor.
- Unsafe, faulty or unsuitable vehicles, plant or machinery must not be used and should be immobilised until made safe.
- Official notices or instructions on vehicles, plant and machinery must be obeyed.
- Vehicles, plant or machinery must not be left running whilst unattended and if unattended must be left in a safe place and condition, with keys removed.
- All guards must be kept in position at all times whilst machinery is being operated.
- No equipment must be used beyond the marked safe working load, except for the purpose of testing, which must be supervised by a competent person.

- All loading gates must be kept closed, except where loading or off-loading is in progress.
- On the completion of work for the day all practical steps must be taken to secure all vehicles, plant and machinery.
- It is forbidden for any person to ride on hoists not constructed for the carriage of passengers.
- The driver of any Council vehicle must ensure that clear access required to reverse a vehicle is given by ensuring that no people are obstructing that access before reversal and by making use of rear view mirrors and by using the guidance of experienced lookouts if required.

Vibration – Hand / Arm, Whole Body

Hand/Arm vibration syndrome (HAVS) can cause a range of conditions including vibration white finger and carpal tunnel syndrome. When working with tools and processes known to or likely to create hazardous vibration contractors must:

- Only operate equipment if trained and competent to do so.
- Try to keep hands and body warm when using vibrating equipment – wear (PPE Provided e.g. gloves) and warm clothing
- Look to rotate tasks as often as possible, to reduce exposure times
- Ensure vibrating equipment is regularly maintained
- Where a risk has been identified ensure reduced exposure time is adhered to
- Contractors are encouraged to report any early warning signs e.g. tingling or numbness in the hands or fingers
- Where significant risk is identified a suitable programme of occupational health surveillance should be introduced

Volunteers / Temporary Workers

- Volunteers / temporary workers must undergo a workplace induction to include induction training, passing on risk assessment information, HWPC safety rules, communication arrangements, the need for special occupational qualifications or skills the worker should have to perform safely e.g. any personal protective equipment that is required.
- When relevant, training certification should be checked to ensure the volunteer / temporary worker is competent. All records of training for volunteers / temporary staff should be maintained.

Waste Disposal

The Council recognises its obligations to management waste properly by:

- Keeping waste to a minimum by doing everything reasonable to prevent, reuse, recycle or recover waste
- Sort and store waste safely
- Remove waste from Client's sites safely

- Complete a waste transfer note for each load of waste that leaves the premises
- Using licensed waste carriers
- Ensuring the waste carrier does not dispose of the waste illegally (and to report them if they do)

Welfare

The Council recognises the need and its obligations with regard to employee & contract staff's welfare, and suitable and sufficient arrangements will be provided.

Personal responsibility should be taken for clearing your own waste and cleaning utensils when eating or drinking on the premises. Any damage or defects should be reported immediately to enable attention and repair.

Work Equipment

We will comply with the Provision and Use of Work Equipment Regulations 1998 (as amended) and will try at all times to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used. Employees will be provided with adequate information and training to enable them to use relevant equipment safely and equipment must only be used by authorised and trained employees.

Work equipment must be maintained in good working order and repair. Employees must report defective work equipment to the Head of Parks & Open Spaces or Clerk to the Council as soon as it is found to be defective. Where applicable, employees will be provided with protection from the hazards associated with the use of work equipment and work equipment will be clearly marked with relevant health and safety warnings.

Working at Height

In general terms:

- Consider protective measures when planning work at height i.e. guard-rails, personal protective equipment and a fall arrest system or safety harness.
- For higher risk activities always work in pairs.
- When working on a clients' site always check that the Principal Contractor is satisfied with your control arrangements (this does not in any way reduce your legal responsibility)
- If you feel your safety is placed at risk in any way stop work and seek advice.

The Council recognises the risks posed by working at height on construction sites and is committed to reducing the risks involved, by ensuring:

- All work at height is properly planned and organised
- Those involved in work at height are competent

- The risks from work at height are adequately assessed in advance and an appropriate method statement drawn up which should detail the required work equipment
- The risks from fragile surfaces are properly controlled
- Equipment for work at height is suitable, properly maintained and inspected at the required intervals

The Work at Height Regulations require the following hierarchy of control which must be considered and applied:

- Avoid work at height.
- Use work equipment or other measures to prevent falls where work at height cannot be avoided.
- Where the risk of a fall cannot be eliminated use work equipment or other measures to minimise the distance and consequences of a fall should one occur e.g. safety net.
- Whenever reasonably practicable collective fall protection e.g. guardrails and work platforms should be utilised.
- Where this is not possible collective fall arrest e.g. nets, air bags etc. should be utilised with personal fall protection as a last resort.
- Where personal fall protection is employed, fall restraint should always be utilised in preference to fall arrest.

Ladder and stepladders should only be used for intermittent, short duration work where it is not reasonably practicable to provide alternative equipment e.g. podium, steps, MEWP etc. When utilising ladders and stepladders three-point contact should be maintained. Refer to ladders section.

Young Person

A young person is defined as anyone under 18 years old.

This policy is applicable to both permanent employee and anyone undertaking work experience.

Young persons are likely to need more supervision than an adult because of their inexperience, lack of training and they may not pay enough attention to safety.

The Council will:

- Assess the work-related risks to young people under the age of 18 years of age before they start work or work experience and inform them of the risks identified.
- In all circumstances of work experience involving a young person under the age of 16, formal consent must be obtained from that person's school.
- Ensure the provision of a health and safety induction and provide health and safety advice and support.
- Suitable and sufficient training will be provided to the young person prior to commencement of the work activity.
- NOT expose them to substances which are toxic or cause cancer.

- NOT expose them to radiation.
- NOT involve them in work activities that expose them to extreme heat, noise or vibration.

Part 3 – Emergency Procedures

Fire

- Evacuate the area or building by the nearest exit.
- Proceed to the Assembly Point.
- Call 999 and request Fire Service assistance be sent to the location.
- If anyone is trapped near the fire also request ambulance assistance.
- If anyone is injured, refer to the procedure for dealing with **serious injuries**.
- Communicate the specifics of the situation to the Head of Parks & Open Spaces or the Clerk to the Council.
- Make a note of anyone missing and the location of where they were last seen.
- Do not attempt to tackle the fire unless safe to do so, you are trained in the firefighting procedure.
- If safe to tackle the fire, only use the appropriate extinguisher or equipment.
- Report the incident and all the details to the Head of Parks & Open Spaces or the Clerk to the Council, so that the emergency services can be directed to the scene effectively on arrival
- Do not return to the area or building until it is safe to do so and the all clear has been given by the emergency authority.

Serious Health Issue of Public or Staff Member

- Get an account of the health issue (if known) and record a description of the symptoms.
- Call 999 and request ambulance assistance as soon as possible. Alternatively, assess whether the patient can be safely delivered to an accident and emergency premises by the advice of a first aider or health professional.
- Give account of the symptoms and situation and ask what steps could (or should) be taken to improve the situation.
- Do not leave the patient unattended unless absolutely necessary. Request assistance from any available person to either remain with the patient or to seek assistance.
- Take the details of any health professional that deals with the patient prior to treatment in a registered medical facility.
- Take a systematic and chronological account of all related actions and events that occur until the patient is removed from the premises.
- Report the incident and all the details to the Head of Parks & Open Spaces or Clerk to the Council, so that the emergency services can be directed to the scene effectively on arrival.
- Assist medical professionals and emergency services in any way required.

Serious Assault or Abuse of Staff Member

- Record an account of what happened and a description of the perpetrator.
- Call 999 immediately.
- If anyone is seriously injured, follow the procedure for dealing with **serious injuries**.
- Only engage perpetrator in the supervision of a 'social responsible' trained individual.
- Take a systematic and chronological account of all related actions and events that occur.

- Report the incident and all the details to the Head of Parks & Open Spaces or Clerk to the Council, so that the emergency services can be directed to the scene effectively on arrival.
- Assist medical professionals and emergency services in any way required.

Biohazards and Contamination of Air and/or Water

- Evacuate the affected area immediately. Restrict access.
- Take account of the situation for reporting to the emergency services.
- Call 999 and request assistance from the Police, Ambulance and Fire services. Give account of the situation and ask for guidance on how to proceed.
- Communicate information and all the relevant details to the Head of Parks & Open Spaces or the Clerk to the Council.
- Ensure information is passed on to all staff members and members of the public.
- Assist all affected by the contamination, if there is no risk to your personal health and safety in doing so.
- Take a systematic and chronological account of all related actions and events that occur.
- Assist medical professionals and emergency services in any way required.

Severe Intoxication of Site Visitor that Poses a Threat

- Call 999 and request ambulance assistance or deliver the patient to an accident and emergency medical facility as quickly as possible.
- Put patient in the recovery position and ensure that they do not choke.
- Do not leave the patient unattended unless absolutely necessary. Request assistance from any available person to either remain with the patient or to seek assistance.
- Inform the Clerk to the Council or Head of Parks & Open Spaces, so that the emergency services can be directed to the scene effectively on arrival.

Attacks or Threatening Individuals with Dangerous Weapons

- Attempt to evacuate the area and seek a hiding place or shelter.
- Only if it safe to do so:
 - Call 999 and request the assistance of Police / Armed Response / Ambulance / Bomb Disposal Squad, as required.
 - Give description of the situation and perpetrator(s) to the emergency services.
 - Give information to the Clerk to the Council or Head of Parks & Open Spaces to be communicated to all individuals in the area.
- Do not engage with dangerous suspects unless unavoidable.
- Do not use a weapon to attempt to control the situation. This could aggravate the situation and you may be mistaken for the perpetrator.

Part 4 – Visitors

Avoiding Confrontation

If a customer or member of the public becomes unreasonable or aggressive with their behaviour:

- Behave appropriately. Never meet aggression with aggression, be confident and professional but not arrogant.
- Respect the views of others.
- Use communication and assertiveness to try to defuse the situation.
- If the situation is becoming difficult to handle, seek assistance from a colleague.

If the situation deteriorates further:

- Ensure that the aggressor does not block your escape route
- If you are threatened and you are at risk, move away from the person facing you at all times.
- In the unlikely event that you are attacked, protect yourself and consider using reasonable force to defend yourself.
- If you need to defend yourself, do it quickly. Aim for an area that will incapacitate the aggressor, get away and report the incident to the Police as soon as possible.
- Make a detailed note of the incident and the circumstances leading up to the incident together with details of any witnesses.

Complaints Relating to Safety Issues

Any complaints should be taken seriously and dealt with efficiently and without fuss.

All complaints should be logged. Full details should be entered including the person's name and address, the nature of the complaint and the action taken. Whilst useful for tracking health and safety complaints, this procedure can be used for all types of complaints.

Handling the complaint

Only experienced staff should deal with customer complaints.

- Listen to the complaint.
- Identify the problem.
- Be considerate and understanding whilst not admitting fault or liability.
- Rectify the matter and satisfy the Customer.
- Take the Customer's name, address and phone number.
- Records should be kept of any customer complaints and the action taken.

Part 5 – Driving Safety

In line with the Parish Council's insurance policy, employees must be at least twenty one years old and hold a valid driving license to drive a council vehicle. Driving is a hazardous activity and you are required to drive in a manner that minimises the risks to you, your passengers, other road users and the general public. The Council would like to stress the following points:

- Driving at high speed has been shown to be a contributory factor in accidents. You should allow sufficient time to complete your journey without having to drive too fast. You should never need to exceed speed limits in order to reach your destination on time.
- It is your responsibility to ensure that you do not drive when you are tired or over the drinking limit.

The Council requires you to:

- Advise your line manager of any accidents involving physical injury to an employee driving on company business (excluding commuting to and from work), or involving a member of the public.
- All accidents must be reported through HWPC's accident reporting procedures.
- To provide a copy of your driving licence on request.
- To advise the office manager of any driving convictions or fines that you receive (including speeding but excluding parking fines).

Use of Mobile Phones while Driving:

Employees are reminded that driving whilst using a hand-held mobile phone or hand-held device e.g. HHT is an offence. The definition of "whilst driving" includes time spent in traffic jams or at a traffic light. If you are involved in an incident, even with a hands free device being used you are at risk of prosecution for careless driving.

When driving on Council business you must not either initiate or answer telephone calls. If you are a Council mobile phone user, then you must follow this policy both during and outside working hours. If you own your own phone then we strongly advise you to follow the same policy when driving privately and stress that if you receive a business call while driving either on business or privately, then you must not answer it. If you wish to make a business call whilst on a journey, then park when it is safe to do so and make the call with the engine switched off and the handbrake applied. If you receive a call when driving, then park when it is safe to do so and use the answering service or "missed call" facility on your mobile.

Texting Whilst Driving:

Drivers, when driving on Council business, must not pick up or use any type of phone or other device that sends or receives data including the sending and/or receiving of spoken or written messages, sending and/or receiving still or moving images, and providing access to the internet

- When driving.
- When you are stopped at traffic lights.
- When queuing in traffic.

Vehicle Maintenance and Checks:

The HWPC vehicle will be maintained by approved companies and in accordance with the manufacturer's recommendations and schedules.

Employees are required to ensure that their vehicles are maintained in accordance with manufacturers recommended service intervals and are always in a safe roadworthy and legal condition.

If your vehicle is over 3 years old, it requires an annual MOT test.

Regular checks should be carried out on vehicles by drivers, especially prior to undertaking a long journey. These should include:

- Oil, coolant and brake fluid levels.
- Power steering fluid level.
- Screen washer fluid level.
- Wiper condition and operation.
- Windscreen condition and cleanliness.
- Tyre pressure, tread depth and general condition.
- All lights are working.
- Seatbelts.
- Bodywork.

If any faults are found that may affect vehicle safety, the vehicle **MUST NOT** be used until they are remedied.

Vehicle Breakdown:

Breaking down can be a stressful and worrying experience, particularly if you are alone or in an unfamiliar place. It can also be hazardous. Following the basic safety guidelines below can help to reduce risk:

On Motorway:

- If at all possible, leave the motorway at next exit or pull into a service station. If this is not possible then the hard shoulder should be used accordingly.
- Use the hard shoulder lane to decelerate before stopping as far to the left as possible, preferably near an emergency telephone.
- Turn on hazard warning lights along with sidelights if dark or visibility is poor. **DO NOT** display a red triangle or other warning device.
- Get out of the car by doors on the verge side. Ensure passengers also vacate the vehicle the same way.
- Take note of marker posts and contact the emergency services, where possible, using an emergency phone instead of a mobile phone.
- If walking along the hard shoulder to a telephone, keep as far away from the traffic as possible.
- If you feel at risk from another person, return to your vehicle by the passenger door and lock all doors. Leave the vehicle again as soon as you feel danger has passed.

- **DO NOT** attempt even minor repairs.
- Once the vehicle is repaired, return to the motorway using the hard shoulder to accelerate to merge fully with traffic in the first lane.
- If you cannot get your vehicle onto the hard shoulder, switch on the hazard warning lights and only leave your vehicle when you can get safely clear of the carriageway.

You must **NEVER** use the motorway hard shoulder to:

- Stop for a break, to eat or drink or to go to the toilet – use the service stations
- Use a mobile telephone
- Check a route or map.

Off Motorway:

If your vehicle breaks down on an ordinary road or carriageway, you should:

- Leave your car in as safe place as possible, ideally away from traffic.
- Switch off the engine.
- Switch on hazard warning lights along with sidelights if dark or visibility is poor.
- Display a red triangle, if you have one, on same side of road at least 45 meters (147ft) behind.
- Find the nearest telephone or use a mobile phone to phone for assistance.
- Wait for assistance in a safe place, away from your vehicle, keeping clear of the road and traffic.
- Do not stand between your vehicle and oncoming traffic as you may obscure lights.

Tyre Safety:

You need good tyres to drive safely as they affect the steering, braking and acceleration of your vehicle. Faulty tyres work less efficiently and do not last as long; they could also mean a heavy fine and penalty points on your license.

It is against the law to have:

- Car tyres with tread worn below 1.6mm;
- A mix of radial and cross ply tyres;
- Over or under inflated tyres;
- Tyres with cuts, lump, bulges or tears;
- The wrong sort of tyre fitted.

Tyre Pressures and Inflation:

- Refer to the manufacturer's handbook for guidance on recommended pressures for your vehicle. Care must be taken when inflating a tyre.
- Only fill the tyre to the manufacturer's recommended pressure for the type of driving to be undertaken.
- Do not use tyre inflation devices near to cuts / open wounds etc.
- Tyre pressures should be checked every 2 weeks and when the tyres are cold (pressures are raised when warm).

Fatigue:

Research shows that physical fatigue and tiredness in drivers is a significant cause of accidents, particularly on motorways.

Drivers should recognise the signs of fatigue, which are:

- Increased yawning;
- Having trouble keeping your eyes open;
- Not remembering the last few minutes;
- Jerking your head or body from the brink of falling asleep;
- Losing concentration;
- Car veering off the road.

If drivers feel sleepy they should get off the road into a safe parking area to take a break. In order to keep awake until reaching a suitable parking place, drivers should turn on the radio, open the window or increase the cold air ventilation.

To avoid fatigue, try the following tips:

- Plan your journey to include a 15-minute break every 2 hours;
- Drink coffee or high caffeine drink;
- Don't start a long trip if already tired;
- Ensure you have had sufficient sleep if starting early;
- Avoid driving between midnight and 6am when you are likely to feel sleepy.

Driver Eyesight:

Drivers should be able to read a number plate at the legal distance of around 20 meters (65 feet), using any corrective appliances such as glasses or contact lenses.

The general recommendation is to have eyesight tested every two years. Having an eyesight test will usually identify the majority of common eyesight conditions and also give clues about other less common diseases.

If there is any problem with the employee's vision, because of either injury or disease or following an eyesight test, the employee must notify their line manager immediately.

Adverse Weather

The British weather is unpredictable and adverse weather can occur suddenly. If you drive regularly for work you should ensure that you are prepared for the weather conditions. When adverse weather has been forecast, relevant details should be obtained to decide whether it is appropriate to travel. Alternative methods of travel may be more suitable depending on the weather conditions. Driving in adverse weather should take account of visibility, ability to stop when roads are wet or icy and load etc... being carried.

Poor Visibility:

When visibility is seriously reduced you should drive at a safe distance with dipped headlights on.

You may also use front and rear fog lights (in addition to headlights) but you must switch them off when visibility improves.

Wet Weather:

In wet weather, stopping distances will be at least double those required for stopping on dry roads. This is because your tyres have less grip on the road. In wet weather:

You should keep well back from the vehicle in front. This will increase your ability to see and plan ahead.

If the steering becomes unresponsive, it probably means that water is preventing the tyres from gripping the road. Ease off the accelerator and slow down gradually.

The rain and spray from vehicles may make it difficult to see and be seen. Use dipped headlights.

Flooded Roads:

Occasionally roads becoming flooded when there is a high rainfall over a short period of time. Don't attempt to cross if water seems too deep. Drive slowly in first gear but keep the engine speed high by slipping the clutch to avoid stalling. Avoid the deepest water. Test brakes after driving through floods.

Icy and Snowy Weather:

Great care should be taken when driving in icy or snowy weather. Vehicle drivers are advised to carry a spade, warm clothing, a warm drink and emergency food in case the vehicle breaks down.

When Driving:

- Keep well back from the vehicle in front as stopping distances can be ten times greater than on dry roads;
- Take care when overtaking gritting vehicles;
- Watch out for snow ploughs which may throw out snow on either side. Do not overtake them unless the lane you intend to use has been cleared;
- Drive extremely carefully when roads are icy. Avoid sudden actions as these could cause a skid.

Windy Weather:

High sided vehicles are most affected by windy weather, but a strong gust can also blow a car or minibus off course. This can happen on stretches of road exposed to strong cross winds, or when passing bridges or gaps in hedges.

In strong winds your vehicle may be affected by turbulence created by large vehicles. Motorcyclists are particularly affected, so keep well back from them when they are overtaking high-sided vehicles.

Personal Security:

Lone driving forms part of HWPC's policy when driving on business associated with HWPC, whether the driver is female or male. The following is a checklist for personal security when driving:

- Keep the doors of the vehicle locked, especially when in towns to avoid 'car-jacking'.
- Keep 'valuables' including briefcases etc. out of sight when driving and on parking, lock whatever is to be left behind in the boot.
- When parking, if possible, drivers should use a manned car park and park near the exit. Reversing into parking spaces is also advised to allow drivers to drive off immediately.
- Keep the vehicle well maintained and with a surplus of fuel for the planned journey or to the next planned rest break or refuelling point.
- Keep a mobile phone with you to summon help or keep in contact with your manager / office. Avoid eye contact with other drivers and do not get into personal confrontation.
- If you believe you are being followed, drive to a police station, if possible, or a crowded place.
- Always approach the vehicle with the key alarm/sender in hand, and be aware of people around you.
- Carry a torch (integral with the key if possible) to make locating the lock at night easier. Look in the back seat before entering and lock the car once seated.

Alcohol and Drugs:

Driving under the influence of alcohol or drugs (whether prescribed or illegal substances) is against the law. Drugs and alcohol can both seriously impair your ability to drive and the effects may last for a number of hours or days.

Before driving, employees must ensure they are fit to drive and have a level of alcohol below the maximum limit allowed, ideally zero and not under the influence of any drugs that may affect ability to drive (check with your pharmacist / GP for the effects of any prescribed or over the counter drugs).

If driving on HWPC business this should be in accordance with HWPC's policy. Consumption of alcohol whilst driving is prohibited both during HWPC time or whilst driving the HWPC vehicle. The possession use or distribution of drugs / substances for non-medical purposes is strictly forbidden.

Part 6 – Grounds Team Safety

Refer to individual risk assessments and safe operating procedures for each task.

All grounds team personnel have a duty to assist in reducing the risk of accidents and fire.

The following rules and precautions are to be observed:

- Keep work areas tidy and free from discarded waste and loose tools.
- Use a safe method of lifting any article and, if necessary, seek assistance.
- All substances to be stored securely and in the correct containers.
- Ensure that cables and connections on all electrical equipment are sound before use.
- Ensure all work areas and exits are kept clear of any obstruction.
- Ensure all flammables are kept in fire resistant storage.
- All personnel must be familiar with the location of all fire-fighting equipment and its use.
- Access to fire-fighting equipment must never be obstructed.

Equipment

Operators must ensure that they are familiar with any safety instructions (including manufacturer's instructions) relating to any plant and equipment before use.

Only trained, competent and authorised personnel should use plant and equipment and young or inexperienced employees should be properly supervised.

Any obvious sign of irregular operation of plant and equipment should be reported at once to the Head of Parks and Open Spaces.

All safe operating procedures (Refer to individual SOPs) must be followed, including pre operating inspections and the use of the required personal protective equipment.

The Parish Council would like to stress that particular care must be taken to use the following equipment safely:

Adverse Weather

In the event of adverse or unpredictable weather, a dynamic risk assessment is to be completed before completing any task.

The Head of Parks and open Spaces is to decide if it is safe to continued with the planned work. If required, alternative tasks are to be carried out.

All grounds team members are to be provided with suitable warm and waterproof clothing.

Part 7 - Office Safety

All office personnel have a duty to assist in reducing the risk of accidents and fire.

The following rules and precautions are to be observed:

- Keep desks tidy and ensure that waste paper is disposed of regularly and in appropriate containers.
- Use a safe method of lifting any article and, if necessary, seek assistance.
- Never leave filing cabinet drawers open.
- Never open more than one filing cabinet drawer at a time. Fill from the bottom drawer to minimise any tendency for the unit to overbalance.
- Ensure that cables and connections on all electrical equipment are sound before use.
- Ensure all passageways, stairs and exits are kept clear of any obstruction.
- Ensure all flammables are kept in fire resistant storage.
- All personnel must be familiar with the location of all fire-fighting equipment and its use.
- Access to fire-fighting equipment must never be obstructed.
- Avoid high shelving in storage areas that required the use of access equipment such as steps.
- Never use chairs or stools to access storage areas, change light bulbs or other activities at height.

Display Screen Equipment (DSE) Workstations

The Parish Council will comply with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended). The risks to users of VDU screens will be reduced as much as is reasonably practicable.

- Display screen users should be provided with equipment that:
 - Has adequate contrast with no glare or distracting reflections
 - Has an adjustable screen with a stable, readable image
 - Has an adjustable, detachable and legible keyboard, with wrist rest if necessary
 - Has appropriate software.
- Employees must receive appropriate safety training before using display screens.
- Employees' workstations should have:
 - Adequate lighting
 - Adequate working space
 - Adjustable seating with foot rest if necessary
 - Adequate leg room and clearance to allow postural changes
 - Distracting noise minimised
 - Window covering to minimise glare and reflections
- Employees' workstations should be risk assessed for compliance with the Approved Code of Practice and appropriate modifications made where necessary.
- Employees who consider that their health is being adversely affected by the use of display screen equipment or the workstation must inform their line manager.
- Employees who require additional information or training regarding how to adjust their equipment, workstation or working practices to minimise risks, should inform the Clerk to the Council or Health & Safety Advisor.

- All display screen users are entitled to free eye and eyesight tests on request. Users who require a test must inform the Clerk to the Council.
- All display screen users should take periodic breaks during their work.
- All staff must ensure that workstations are kept clean, tidy and free of debris.

Equipment

Operators must ensure that they are familiar with any safety instructions (including manufacturer's instructions) relating to any office equipment before use.

Only trained, competent and authorised personnel should use office equipment and young or inexperienced employees should be properly supervised.

Any obvious sign of irregular operation of office equipment should be reported at once to the Clerk to the Council.

The Parish Council would like to stress that particular care must be taken to use the following equipment safely:

Photocopiers

- When using photocopiers employees should be mindful that they operate at high voltages.
 - Never tamper with the equipment.
 - Switch power off where necessary.
 - Always follow the manufacturer's instructions for dealing with faults such as paper jams.
 - Beware of hot surfaces inside the equipment

If photocopiers are receiving light use, they should be positioned as far away from work desks as is reasonably possible with adequate ventilation.

If photocopiers are receiving heavy use they should be located in a well-ventilated area, preferably in a separate room where people do not work.

Where the manufacturer of the equipment has identified specific risks or employees are unsure of the safest location consult the Health & Safety Advisor for guidance.

Filing Cabinets

- To prevent filing cabinets from tipping (whether fitted with anti-tilt or not) the bottom drawer should be filled first to minimise any tendency for the unit to overbalance.
- Only one drawer in a filing cabinet should be open at any one time.
- When not in use, filing cabinets and cupboards should be kept shut and drawers should not open into corridors or escape routes.

Home Working

Employees who work from home have a responsibility to create a safe working environment. The Council will supply appropriate equipment and the Health & Safety Advisor will help in identifying any risks. Adjustments to working conditions should be made to avoid risks where possible.

Storage

- Care should be taken not to overload cupboards, cabinets or shelves.
- Where necessary units must be fixed securely to the wall.
- High shelving in storage areas/rooms that requires the use of access equipment such as stepladders should be avoided wherever possible. Where this is unavoidable, employees must use suitable access equipment e.g. kick steps and stepladders.
- Kick steps must be accessible, kept in good condition and used with care. They should be regularly inspected and taken out of use until any necessary repairs are made.
- On no account should employees use chairs or stools to access storage areas, change light bulbs or other activities at height.
- Storage areas should be kept clean and tidy and free from clutter. In particular materials or equipment must not be left where people may fall over them, nor piled on top of cupboards.

Part 8 – Policy Review

Register of review and amendments

Date	Description	Page Number	Who
November 2020	Issue	All	AR & GM-D