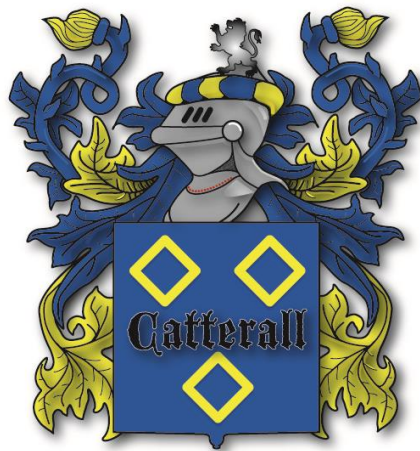


Catterall Parish Council



Health and Safety Policy

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Health and Safety Policy

GENERAL STATEMENT OF POLICY

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

RESPONSIBILITIES

- a. Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of Catterall Parish Council. The Clerk is responsible for this policy being carried out.
- b. The following are responsible for safety in particular areas:

Employee	Area	Any Special Responsibility
Parish Clerk	Catterall Parish	Office in Catterall Village Hall
Parish Lengthsman	Catterall Parish	Queen Elizabeth II Playing Field

- c. All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- d. Whenever an employee or Parish Councillor notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.
- e. Consultation between the Parish Council and employees is provided through discussions with the Parish Clerk.
- f. The Accident Record Book is kept in the Parish Office.

FIRST AID

- a. First Aid boxes are located as follows:
Box 1: The office at Catterall Village Hall.
Box 2: The Parish Lengthsman issued with a personal kit; which is kept in his van
- b. Appointed persons responsible for boxes are:
Box 1: Parish Clerk
Box 2: Parish Lengthsman

FIRE SAFETY

- a. Fire extinguishers to be used in the Parish Office are located in the small meeting room and are the responsibility of the Village Hall Committee (the landlord)
- b. Fire exits shall be kept free from obstructions.
- c. Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.

TRAINING

- a. The Parish Council has overall responsibility for training.

GENERAL ADVICE

- a. General advice to all employees see HSE leaflet at www.hse.gov.uk/pubns/indg450.htm.

SPECIFIC POLICIES

- a. The Parish Council has specific policies for particular activities and these are published separately.

EMPLOYMENT OF CONTRACTORS

- a. Whenever the Parish Council employs contractors to carry out specific work on their behalf they will ensure HSE guidance is carried out in accordance with the requirements of the HSE.
www.hse.gov.uk/workers/agencyworkers.htm.

REPORTING AND RECORDING ACCIDENTS

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

SMOKING

- a. Catterall Parish Council is a non-smoking authority

PARISH OFFICE;

1. HEATING, LIGHTING AND VENTILATION

- a. Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained between 60.8 degrees F and 68 degrees F throughout the working day.
- b. Free standing heaters must not be used unless specifically authorised. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials, and be sited away from desks and chairs.
- c. Office lighting. Desks should be placed to gain the maximum amount of light. Free-standing desk lights are not to be used.

2. ELECTRICAL EQUIPMENT

- a. All electrical equipment shall be inspected in accordance with the Electricity at Work Regulations 1989 (SI 1989/635).
- b. Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment. When in doubt, do not guess, seek qualified advice.
- c. Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use.
- d. Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.
- e. Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

FURNITURE, FITTINGS AND EQUIPMENT

- a. Heavy equipment and furniture must not be moved by individuals.
- b. Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- c. Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.
- d. High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.

FIRE PRECAUTIONS

- a. All staff must be fully conversant with the "Fire Alert" system displayed in the offices.
- b. Exit corridor must be kept clear at all times.
- c. Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".

GROUNDS MAINTENANCE

- a. Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment, may do so.
- b. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
- c. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
- d. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
- e. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
- f. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames or smoking is allowed in the vicinity of a fuel tank or storage can. Fuel may only be stored in a safety can of a type approved, and in a store designated by the Fire Officer.
- g. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
- h. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
- i. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
- j. Pathways on Council owned premises shall be inspected annually.

Circulated to: Parish Councillors and staff.

To be reviewed annually February, 2022

Accepted by Catterall Parish Council on 2nd February, 2021

Signed

Chairman of Catterall Parish Council

Reviews

Version	Changes	Author	Date	Minute
1.0	Newly modelled document, replaces previous versions	G. Benson, clerk	12th January, 2021	
1.1	Reviewed and accepted by Catterall Parish Council	G. Benson, clerk	2nd February, 2021	
1.2	Review	G. Benson, clerk		