



Newton Poppleford & Harpford Parish Council

Health and Safety Policy

Policy formally adopted by Policy and Personnel Comm. 21/11/2019 – reviewed and re-adopted
February 2023: Minute Ref PPC23/005(i)

Health and Safety at Work Policy Statement

1. The Council recognises that it has a legal duty of care towards protecting the Health and Safety of its members and employees and any others who may be affected by the Council's activities.

2. In order to discharge its responsibilities, this Council will:

a. provide an organisational structure that defines clear responsibilities for health and safety;

b. ensure that the systems and procedures relating to this Policy Statement are rigorously applied;

c. provide adequate control of the health and safety risks arising from our work activities;

d. consult with our members and employees on matters affecting their health and safety;

e. provide and maintain safe plant and equipment;

f. ensure the safe handling and use of hazardous substances;

g. provide information, instruction and supervision for members and employees;

h. provide adequate training and ensure that all members and employees are competent to do their tasks;

i. maintain safe and healthy working conditions, including in accordance with Lone Working regulations.

j. satisfy itself that any organisation who is contracted to carry out work for the Council is able to demonstrate that it pays due regard to health and safety matters;

k. bring this Policy Statement to the attention of all members and employees and seek their co-operation in supporting management in its efforts to establish and maintain a safe and healthy working environment.

3. This Health and Safety Policy Statement and its associated organisational arrangements, systems and procedures, will be reviewed at least annually and revised as necessary to reflect changes to the business activities. Any changes to the Policy will be brought to the attention of all members and employees.

4. It is the responsibility of all members and employees to co-operate in the implementation of this Health and Safety Policy within their areas of influence. You have a legal duty to ensure your own safety and the safety of others (for example, colleagues, visitors, contractors) under the Health and Safety at Work etc. Act 1974.

You must therefore:

- a. Comply with any safety instructions and directions issued by the Council.
- b. Take reasonable care for your health and safety and the health and safety of other persons (e.g. other members, employees, contractors, customers, workmen, etc.) who may be affected by your acts or omissions at work, by observing safety rules which are applicable to you.
- c. Co-operate with the Council to ensure that the aims of the Health and Safety policy are achieved and any duty or requirement on the Council by or under any of the relevant statutory provisions is complied with.
- d. Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.
- e. Use equipment or protective clothing provided in accordance with the training you have received.
- f. Report any potential risk or hazard or malfunction of equipment to the Chairman.

5. Any failure by an employee to comply with any aspect of the Council's Health and Safety procedures, rules or duties will be treated by the Council as serious or gross misconduct.

5.1 Any failure by a member to comply with any aspect of the Council's Health and Safety procedures, rules or duties will be treated by the Council as a breach of the Code of Conduct.

6. You have a responsibility to observe all safety rules and to co-operate with the Proper Officer (Clerk) charged with responsibility for the implementation of the Council's health

and safety policy to achieve a healthy and safe workplace and to take reasonable care of yourself and others.

SMOKING

Purpose

1. This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to ensure compliance with laws that ban smoking in public places (including workplaces).

Policy

2. Smoking is prohibited throughout the entire workplace with no exceptions. This includes Council vehicles. This policy applies to all members, employees, consultants, customers and visitors.

Implementation

3. Overall responsibility for policy implementation and review rests with the Clerk. All employees are obliged to adhere to and to facilitate the implementation of the policy.

4. The Proper Officer shall ensure that all existing employees, consultants and contractors are aware of the policy and of their role in the implementation and monitoring of the policy. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Non-compliance

6. Non-compliance with this policy and relevant law will be treated as a disciplinary offence and will be dealt with in accordance with the adopted Disciplinary, Dismissal and Grievance Policy.

FIRE

1. In general, you should seek to ensure good standards of housekeeping at all times. A clean and tidy workplace is less likely to be a source of fire. Any act or omission which you believe may constitute a fire risk should be immediately notified to your line manager or supervisor (or Chairman or Vice Chairman) who will take the appropriate action.

2. All potential fire hazards will be identified and the risks assessed and reduced to an acceptable level.

3. Firefighting equipment will be provided and emergency lighting and fire alarm points fitted as appropriate, following a fire risk assessment. The fire alarm will be tested at weekly intervals by activating an alarm point in rotation, such as to test every alarm point over a set period of time.

4. Fire marshalling areas will be identified and located in areas beyond any danger from fire. You will be made aware of where they have to report in case of fire. Fire alarms will be activated periodically, without prior notice to you.

5. Details of fire / emergency procedures and exit and assembly points, are displayed on notice boards around the premises where Council business is transacted. You must familiarise yourself with these fire / emergency procedures to minimise the dangers caused by fire.

6. You must ensure that you are aware of the nearest fire exit, and its alternative, for emergency use.

7. You must ensure that you are aware of the nearest fire extinguisher to your work location, its type and know how to operate it.

8. Regular fire drills will be held to ensure the Council's fire procedures are effective and to ensure you are familiar with them. These drills are important and must be taken seriously.

9. Remember:

9.1 On discovering a fire:

- Operate the nearest fire alarm;
- Alert other people within your immediate vicinity; and
- Do not attempt to tackle the fire unless you have been trained or you feel competent to do so

9.2 On hearing the fire alarm

- Do not delay - evacuate the premises immediately;
- Do not stop to collect personal possessions;
- Remain calm and proceed in an orderly manner;
- Do not re-enter the premises or site until the Fire Brigade is satisfied that the premises and site are safe to re-enter.

9.3 Under no circumstances must you put yourself or others at risk in a fire situation.

Lone Worker Policy

Introduction

1. Newton Poppleford and Harpford Parish Council recognises that some staff are required to work by themselves in the community without close or direct supervision, sometimes in isolated work areas or out of office hours.

2. Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. All Saints Parish 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.

3. To get some useful tips on personal safety useful guidance sheets produced by the Suzy Lamplugh Trust which can be downloaded from www.suzylamplugh.org.uk

Scope of the policy

1. This policy applies to all situations involving lone working arising in connection with the duties and activities of All Saints Parish Council members and employees.

2. Lone workers include:

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Those working at their main place of work where:

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 - Only one person is working on the premises
 - People work separately from each other, eg in different locations
 - People working outside normal office hours.
 - Those working away from their fixed base where:
 - One worker is visiting another agency's premises or meeting venue
 - One worker is making a home visit to an individual
 - One worker is working from their own home.

Aims of the Policy

The aim of the policy is to:

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 - Increase employee awareness of safety issues relating to lone working;
 - Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as reasonably practicable;
 - Ensure that appropriate support and training is available to all employees that equips them to recognise risk and provides practical advice on safety when working alone;
 - Encourage full reporting and recording of all adverse incidents relating to lone working;
 - Reduce the number of incidents and injuries to staff related to lone working.

Responsibilities

1. Councillors and the Clerk are responsible for:

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 - Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working;
 - Providing resources for putting the policy into practice; and

- Ensuring that there are arrangements for monitoring incidents linked to lone working and that the effectiveness of this policy is regularly reviewed.

2. Health and Safety Representatives are responsible for:

- Ensuring that all staff are aware of the policy
- Taking all possible steps to ensure that lone workers are at no greater risk than other employees
- Identify situations where people work alone and decide whether a system can be adopted to avoid workers carrying out tasks on their own
- Ensuring that risk assessments are carried out and reviewed regularly
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone.
- Ensuring that members and employees identified as being at risk are given appropriate
- information, instruction and training, including training at induction, updating and refreshing this training as necessary
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents
- Ensuring that appropriate support is given to staff involved in any incident
- Providing a mobile phone and other personal safety equipment, where this is felt to be desirable and proportionate to the risk.

3. Employees are responsible for:

- Taking reasonable care of themselves and others affected by their personal actions
- Following guidance and procedures designed for safe working
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate
- Taking part in training designed to meet the requirements of the policy
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

Guidance for Risk Assessments of Lone Working

- Is the person fit and suitable to work alone?
- Are there adequate channels of communications in an emergency?
- Does the workplace or task present a special risk to the lone worker?
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Is any known risk attached to a client(s)?
- Has an alternative to home working been considered?
- Has safe travelling between appointments been arranged?
- Have reporting and recording arrangements been made where appropriate?
- Can the whereabouts of the lone worker be traced?

Good practice for lone workers

1. During their working hours, all staff leaving the workplace (or home) should leave written details of where they are going and their estimated time of arrival back.
2. If, in the course of a trip away from the office, plans change significantly, this should be communicated back to the office.
3. If the visit is assessed to have a sufficient risk, arrangements should be made with a colleague to check that a lone worker has returned to their base of home on completion of the visit. If possible delay the visit until two members of staff can attend.
4. Telephone contact between the lone worker and a colleague, may also be advisable. Staff should avoid being left on their own with a client in their workplace, or leaving a colleague in this situation.
5. Lone workers should have access to adequate first aid facilities and mobile workers should carry a first aid kit suitable for treating minor injuries.
6. Lone workers should be provided with a mobile phone and other personal safety equipment where this is necessary.
7. Risk Assessment may indicate that lone workers need training in first aid.
8. Staff should never transport a child on their own and should assess any risk before transporting a vulnerable adult alone.
9. Before making home visits. The lone worker must have full knowledge of the hazards, and risks to which he or she may be exposed to and apply control measures to eliminate or reduce the potential risks.
10. Having collected all the relevant information you then need to plan your contact:
 - - Trust your intuition and always think of your personal safety
 - What is the best time of day to visit; assess the situation, are you familiar with the property locations? Consider the weather/visibility; seasons – will you be driving in the dark?
 - Where is the most appropriate place to see this person?
 - Do I need to take a colleague with me?
 - If another agency is involved can we undertake a joint visit?
 - Ensure that someone knows where you are at all times; do not make last minute/unplanned visits.
 - Do you have your personal panic attack alarm (if applicable) or mobile; check it is charged.
 - Know where you are travelling to; check your route to avoid stopping and asking strangers for directions.
 - Park near street lighting or lit areas whenever possible.
 - Reverse into parking spaces to ensure a quick getaway.
 - Keep all doors locked whilst driving and keep valuables out of sight.

- It is not good practice to visit service users because *'you're passing' or 'you're on your way home'*.
- If you do not intend to return to the office at the end of the day. Let someone know.

Newton Poppleford and Harpford Parish Council Health and Safety Policy to be reviewed annually