

# HEALTH AND SAFETY AT WORK

## Policy

It is the policy of the Parish Council to take all reasonable steps to ensure the health and safety at work of all employees and any other person affected by our work.

The full Health and Safety Policy provides details of the responsibilities for different aspects of health and safety implementation.

In addition a signed copy of this policy document is provided to each Parish Councillor and is held on file by the Parish Clerk for reference at any time. It will be reviewed annually and updated as necessary.

All employees are expected to promote and comply with safe working practices within the Parish Council's Health and Safety Policy. Each individual has a responsibility to take reasonable care for their own health and safety and for others who may be affected by their acts or omissions. All staff must co-operate with the Parish Council to enable them to carry out their statutory duties.

## Security of Office

Valuables - Employees are warned never to leave personal items of value and money unattended as the Parish Council cannot accept responsibility for personal losses.

In periods of absence and/or at the end of the day, the office should be securely locked. The person responsible for locking up the office should as a matter of routine check all the following:-

- all office equipment is turned off
- all windows are closed and securely locked
- filing and archive areas are locked and secure
- all lights are turned off
- all entrances and exits to the building are firmly shut and securely locked.

Any unusual circumstances whatsoever in relation to persons or property should be reported to the Chairman or Vice-Chairman.

## Accidents and First Aid

An accident or injury at work, however trivial it may appear at the time must be reported to the Health and Safety Manager (in this case the Chairman of the Parish Council). Details of the accident should be recorded in the Accident Book held at the office.

In the event of an accident which requires First Aid treatment, assistance should be available from an appointed First Aider (where applicable). If it is necessary to call an ambulance, dial 999 for the emergency services. On no account should you move anyone who appears to be seriously injured unless it is essential to do so for reasons of personal safety.

## **Fire Precautions**

All employees must be familiar with the procedure and nearest fire extinguishers and how to raise the alarm. In addition it is important to keep any fire doors closed and ensure that all corridors and fire exits are kept free from obstruction at all times when using public buildings.

## **Substance Hazardous to Health**

There is legislation covering the control of substances hazardous to health (COSHH). This requires that all substances used in the workplace must be assessed in order to identify the risk to health. Fortunately, in an office environment there are relatively few substances that might be hazardous to health but there are some such as photocopier toner, typing correction fluids and kitchen cleaning materials. Where appropriate these should be stored separately and safely. If you are in any doubt please contact the Health & Safety Manager.

## **Slips Trips and Falls**

Falling over as the result of a slip, trip or stumble is the biggest cause of injury at work. Look out for, and report, hazardous situations which may contribute. Wear suitable footwear at work avoiding high heels and slippery soles. Use the handrail on stairs, and avoid carrying bulky loads where you cannot see properly.

Mop up any spills and clear away obstructions in your work area.

Use only a proper step stool or ladder for reaching high items.

## **Lifting, Carrying and Handling**

A major cause of injury, not just to backs, but to shoulders, arms and even fingers and toes. Information on how to lift is available to each staff member. It is important to seek help if you feel that any item is too heavy to lift. Remember never to arch or twist when reaching for anything in the workplace.

## **Electrical Equipment**

All electrical systems are maintained to prevent danger. Electrical inspections at the office are carried out and checked to comply with National Inspection Council for Electrical Installation Contractors (NICEIC) standards.

## **Safety procedure for lone working**

Lone members of staff should not arrange to meet unknown contacts except in public places. All members of staff should provide details to another person of where they are going, the purpose of the visit and their anticipated time of return. If there is any unexpected change to this, please telephone them if possible.

## **Aggressive Situations**

It is recognised that some employees may be subjected to aggression because of the jobs that they do. Situations resulting in verbal abuse or anti-social behaviour, as well as physical assault, must be reported to identify possible remedial action.

### **Display Screen Equipment**

All display screen users will be provided with the revised 2003 Health & Safety Executive publication "Working with VDUs". This gives general background information on how to use the VDU and workstation safely in a readable format.

If you do experience difficulty with the environment in which you are working it is important to report this to your manager or Health & Safety Co-ordinator who will take all necessary steps to try to have the difficulty resolved.