



North Mymms Parish Council

Health and Safety Policy

Adopted by North Mymms Parish Council on 21st February 2024

Date of next Review: February 2025

Health and Safety General Policy Statement

At North Mymms Parish Council, we are committed to maintaining a safe and healthy workforce. The Councillor's and Clerk to the Council place a high priority on the provision of workplaces that are safe and without risks to the health of all employees, councillors, sub-contractors, and members of the public insofar as they may be affected by our activities. North Mymms Parish Council will endeavour to meet the requirements of the Health and Safety at Work Act 1974, associated legislation and any relevant industry standards.

The on-going development of safe practices in the workplace depends on the involvement of all employees. The Clerk to the Council actively promotes transparent means of communication by which all employees can raise safety concerns and allow for the passage of information on all matters related to health and safety.

The policy is to be reviewed on a regular basis and at least reviewed annually, unless required earlier. Any changes will be brought to the attention of all employees.

Responsibilities

It is the responsibility of the Clerk to the Council to ensure that their personnel are trained to work safely. The Clerk to the Council will use their best endeavours to ensure that a safe and healthy workplace is provided. However, they also expect employees to work safely and have regard for the safety of others working around them, or anyone who may be affected by their work. Employees should inform their manager or the Clerk to the Council of any change in their physical or mental condition that they feel may affect their safety while at work. Employees should familiarise themselves with and follow all health and safety processes, risk assessments and systems of work relevant to their work activities.

Arrangements

Risk Assessments

North Mymms Parish Council will ensure that Risk Assessments are carried out at least every 2 years, unless required earlier. The Risk Assessments will be used to implement procedures to reduce risks. Where hazards are identified, Safe working systems are implemented. Risk Assessments will be carried out by either trained staff or by the relevant contractors.

North Mymms Parish Council recognises that additional precautions need to be taken before a young or vulnerable person is introduced into the workplace. These precautions will include a risk assessment that identifies all risks that they are likely to be exposed to and the control measures that will be introduced to remove or reduce those risks. The risk assessment will put in place measures to remove or control risks to the lowest possible level; young or vulnerable people may not be allowed to carry out specific activities. (A young person can be defined as anyone under the age of 18).

Pandemics

North Mymms Parish Council will monitor situations such as pandemics and ensure the latest guidelines are implemented and staff are aware of any changes.

Display Screens

Display Screen Assessments will be carried out in working environments and for home working. They are carried out to reduce the risk of musculoskeletal conditions. Any specific needs will be reviewed and where possible equipment will be provided.

Personal Protective Equipment

Items such as goggles, overalls, gloves, and footwear will be provided free where it is appropriate to wear them. Staff members are reminded that the responsibility for ensuring that the item fits correctly lie with them. It is not permissible for anyone to use equipment that does not fit, even for the shortest of tasks. If any items of PPE are found to be inadequate whether through design, fit or condition, this must be reported to your line manager or Clerk to the Council.

Lone Working

Lone working is considered higher risk as it is difficult to put a satisfactory and robust safety system in place to cover all potential incidents that may occur e.g. slips, trips, falls, unknown medical condition arising. Employees are encouraged to disclose, in strictest confidence, any existing medical conditions that may affect their safety in a lone working situation. Lone workers are encouraged to notify others and keep in touch when lone working.

Working at Heights

A place is "at height" if a person could be injured from falling – even if they are working at or below ground level. Work at height will be detailed with safe working systems due to the work carried out by the Grounds staff.

Accidents and First Aid

First aid boxes are kept in all the Parish Council's premises along with the company vehicles. EVERY accident occurring must be reported – reporting forms are kept in the Parish office, Tractor Yard and Burns Pavilion. Employees are encouraged to report any near miss or incident that could potentially have caused an accident to the Clerk to the Council. The Clerk to the Council must be informed immediately of all serious accidents which may be reportable under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995). This includes accidents or dangerous occurrences such as fractures, injuries to eyes, work related diseases, accidents causing time off work and death. Completed accident report forms are held by the Clerk to the Council.

Safe handling and use of substances

Control of substances hazardous to Health (COSHH) records will be kept up to date. Exposure to any hazardous substance must be controlled so that occupational ill health can be prevented. The Parish Council adheres to the requirements of The Control of Substances Hazardous to Health Regulations 2002 (COSHH). All members of staff will be provided with clear information regarding any hazardous substances that they may encounter at work. Employees have a duty to use any control measures provided and report any defects.

Maintaining Plant and Equipment

Plant and Equipment will be regularly maintained. A service and MOT will be carried out annually on the vehicles, and any repairs will be carried out when required by a garage. A log of maintenance carried out on equipment by staff must be kept and maintained. Staff should not maintain any equipment unless they are confident in doing so. In some instances, it may be cheaper to replace old equipment rather than repair it. The Grounds team-will be able to make decisions on repairs or replacements in conjunction with the Clerk to the Council.

Electrical Safety

Electrical Equipment testing will be carried out annually by a contractor, a copy the report will be available in the Parish Office. Any equipment used at home that is owned by the Parish Council, such as laptops, must be available for testing.

Training

Training will be provided for any new employee or Councillor; the training will be relevant to their position in the Parish Council. Training will be reviewed annually at all reviews, unless

required earlier. Initial training will be provided to all new employees to give an overview of the following areas:

- Health and Safety Awareness
- First Aid Arrangements
- Fire Safety
- Working with computers
- Manual handling
- Accident Reporting
- Other specific training e.g. First aid is made available as required.

Fire Safety

Fire Risk Assessments are carried out annually and a copy will be made available to all employees. All employees will need to understand how to safely exit buildings in the event of a fire and when they have any visitors on site, they are responsible for ensuring they are aware of the procedures and meeting point. The Fire Marshall should wear a high-vis jacket when assisting to clear buildings. It is important that all visitors sign in at buildings.

Fire meeting points are displayed in all buildings and fire extinguishers are kept in all vehicles and premises. Fire drills are carried out at least annually to ensure employees and councillors understand the fire procedures. All fire exits are kept clear at all times, any obstructions should be reported to the Clerk to the Council immediately.