

ESSINGTON PARISH COUNCIL HEALTH AND SAFETY POLICY

GENERAL STATEMENT

1. Essington Parish Council (“the Council”) recognises its responsibilities as an employer for providing a safe and healthy environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
2. The Council will make every effort to meet its responsibilities under the Health and Safety at Work Act 1974.
3. If appropriate, the Council will seek expert technical advice on Health and Safety matters.

AIMS OF THE HEALTH AND SAFETY AT WORK POLICY

To provide as far as is reasonably practicable:

1. A safe place of work and a safe working environment.
2. Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
3. Care and attention to health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council’s activities.

ARRANGEMENTS AND RESPONSIBILITIES FOR CARRYING OUT HEALTH AND SAFETY POLICY AT WORK

As the Council’s Health and Safety Officer, the Clerk will:

1. Keep informed of relevant Health and Safety Policy legislation and inform the Council accordingly.
2. Make effective arrangements to implement the Health and Safety at Work Policy.
3. Ensure that matters of Health and Safety are recorded and reported to Council or the relevant Committee.
4. Ensure that regular risk assessments are carried out of working practices and assets and maintain records of risk assessments.
5. Make effective arrangements to ensure that contractors or voluntary helpers working for the council comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Council’s Health and Safety at Work Policy under cover of the attached letter.
6. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
7. Maintain a central record of notified accidents.
8. When an accident or hazardous incident occurs take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
9. Ensure that all equipment used by employees is regularly maintained and serviced.

All employees, contractors and voluntary helpers will:

1. Co-operate fully with the aims and requirements of the Health and Safety at Work Policy and comply with Codes of Practice or work instructions for Health and Safety.
2. Take reasonable care of their own Health and Safety, use appropriate personal protective clothing and, where appropriate, ensure the appropriate First Aid materials are available.

3. Take reasonable care for the Health and Safety of other people who may be affected by their activities.
4. Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for Health and Safety.
5. Not misuse any plant, equipment, tools or materials so as to cause risks to Health and Safety.
6. Report any accidents or hazardous incidents to the Clerk.
7. Ensure that contractors and volunteers have adequate and appropriate insurance.

Eye Tests and Spectacles

1. The Council recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (Amended 2002).
2. Subject to the clauses below the Council will contribute to the cost of an eye test for any employees who use display screen (computer monitor) equipment for a significant part of their working day on the Council's business.
3. Subject to the clause below the Council will contribute £25 towards the costs of an eye test conducted by a suitably qualified optician.
4. The Council will only contribute towards the costs of an eye test once in any twelve-month period.
5. If an eye test reveals that spectacles are required exclusively for VDU work, the Council will contribute £75 towards the cost of basic spectacles. This policy does not apply to contact lenses. the Council will not contribute towards the cost of spectacles with any element of everyday use, in other words the spectacles must be exclusively for VDU use.

Vaccinations and Immunisations

1. The Council recognises its obligations under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002 (COSHH) to take suitable precautions to protect the health of employees at work.
2. Health and Safety Law requires that employees shall not be charged for vaccines or immunisations solely required as a means of protecting them at work.
3. Accordingly, the Council will reimburse any costs reasonably incurred by an employee for vaccines or immunisations which are required solely in connection with the employee's employment with the Council and in the performance of their duties. Such reimbursement claims should be made on the appropriate form and substantiated with a receipt for each of the costs claimed.
4. The Council will maintain occupation health records updated to show any vaccinations or immunisation course(s) undertaken by the employee in connection with the employee's employment with the Council.

Approved: 01 March 2021

Review date: March 2024

APPENDIX 1: WORKING FROM HOME RISK ASSESSMENT

| | | | | |
|-------------------------------|--|--|-----------------|--|
| Date | | | Assessor | |
| Location of Assessment | | | | |
| | | | | |

| Risk | Yes/No | Action Required |
|------|--------|-----------------|
|------|--------|-----------------|

| Desk Area | | |
|--|--|--|
| Do you have adequate space to work comfortably? | | |
| Is there enough space underneath your desk to stretch your legs? | | |
| Are there trailing electrical cables around your working area that need to be tied up? | | |
| Is your working area warm, well-lit and well-ventilated? | | |
| Do you need a desk lamp to improve lighting? | | |
| Is your working area clutter free so that you can focus easily on the task? | | |

| Display Screens Set-Up | | |
|---|--|--|
| Is your desk chair set-up correctly? Is your back supported, are there arm rests and are your feet flat on the floor? | | |
| Do you have enough surface space on your desk to work comfortably? | | |
| Are your keyboard and mouse clean and within easy reach without having to stretch? | | |
| Is your display screen clean and positioned so there is no glare from a window or light? | | |
| Is your display screen level with your eyes so that it doesn't cause discomforts to your neck or head? | | |

APPENDIX 1: WORKING FROM HOME RISK ASSESSMENT

| | | |
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| Can you easily reach everything you need without twisting and straining your body? | | |
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Fire and Electrical Safety

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| Are smoke detectors working and checked regularly, e.g. every month? | | |
| Do you regularly dispose of waste, including papers, to prevent a build-up of fire 'fuel'? | | |
| Does any electrical equipment spark or show signs or burns and so needs removing from use? | | |
| Do any wires look damaged or frayed and so need removing from use? | | |
| Do you regularly inspect your electrical equipment to check for signs of wear and tear? | | |
| Do you switch off equipment when not in use? | | |
| Do you have emergency arrangements in place in case of fire? | | |

Stress and Welfare

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| Do you take regular breaks away from your workstation? | | |
| Do you carry out regular stretched at your desk to avoid stiff or sore muscles? | | |
| Do you sit with a good posture or are you hunched over the desk? | | |
| Do you have easy access to first aid equipment if required? | | |
| If you regularly use a computer, do you have your eyes tested every year? | | |
| Can you easily reach everything that you need without twisting and straining your body? | | |

APPENDIX 1: WORKING FROM HOME RISK ASSESSMENT

| Manual Handling | | |
|---|--|--|
| Are all the items that you need for work within easy reach? | | |
| Are heavy items stored on lower shelves to avoid the need to lowering them? | | |
| Do you know how to correctly pick-up, carry and lower heavy items? | | |

| Slips, Trip and Falls | | |
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| Are floor coverings, such as carpets and rugs, secure? | | |
| Do you frequently carry hot drinks and food upstairs/downstairs and risk tripping? | | |
| Are stairways and corridors clear of trip hazards? | | |
| Is the floor around your desk clear of boxes, papers and wires? | | |

| Lone Working | | |
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| Are you familiar with your employer's lone working health and safety policy? | | |
| Do you know the name and number of a manager or supervisor who you can get in touch with easily? | | |
| Is your home kept secure whilst you're working there? | | |
| Are important files and laptops kept locked away securely when not in use? | | |

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|-----------------------------------|--|
| Number of Actions Required | |
|-----------------------------------|--|

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|-------------------------------|--|
| Date Actions Completed | |
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