

## KILBURN PARISH COUNCIL

### HEALTH & SAFETY POLICY

#### GENERAL STATEMENT OF POLICY

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for our employee, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.3 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 the whole Council. Although risk assessment is a continuing process, it shall form part of the Council's annual review.

#### 2. RESPONSIBILITIES

- 2.1 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 Kilburn Parish Council. The Clerk is responsible for this policy being carried out and the Chair will be responsible as his/her deputy.
- 2.2 The following persons are responsible for safety in particular areas:

	<b>Area</b>	<b>Any Special Responsibility</b>
Clerk	In her place of work	
Parish Warden	Reports to Clerk any H&S issues evident around parish	
The Chair	Council meetings	

- 2.3 The Clerk has the responsibility to co-operate with Councillors to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.4 Whenever the Clerk or Chair notices a health or safety problem which they are not able to put right, they must report the issue to Council.
- 2.5 The Accident Record Book is kept at the Clerks house.

#### 3. FIRST AID

- 3.1 First Aid boxes are located as follows:

The Clerks home.  
With the Parish Warden

- 3.2 Appointed persons responsible for boxes are:

Clerk  
Parish Warden to ensure own box remains complete & in date

#### 4. GENERAL ADVICE

- 4.1 General advice to all employees is attached as Annex 3.

#### 5. SPECIFIC POLICIES

- 5.1 Policies for particular premises and activities are attached as Annexes as follows:-

1. Office (Clerk's own home)

- 2. Lifting and Handling.
  
- 6. EMPLOYMENT OF CONTRACTORS  
Clerk to ensure all Contractors adhere to Health & Safety regulations
  
- 7. REPORTING AND RECORDING ACCIDENTS  
7.1 Accidents shall be reported to the Clerk or Chair who will record them in the Accidents Record Book.
  
- 8. SMOKING  
8.1 Smoking is not allowed in parish council meetings

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NOTE

- Electricity at Work Regulations 1989
- The Management of Health & Safety At Work Regulations 1992
- Manual Handling Operations Regulations 1992
- The Personal Protective Equipment At Work Regulations 1992
- The Health & Safety (Display Screen Equipment) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1992
- The Workplace (Health, Safety & Welfare) Regulations 1992
- The Control of Substances Hazardous to Health (COSHH) Regulations 1994
- The Fire Precautions (Workplace) Regulations 1997
- The Health & Safety (Young Persons) Regulations 1997

OFFICE (Clerks Home)

Annex 1

- 1. HEATING, LIGHTING AND VENTILATION  
a) Office lighting. Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.
  
- 2. ELECTRICAL EQUIPMENT  
a) 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.  
  
b) 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.  
  
c) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.
  
- 3. FURNITURE, FITTINGS AND EQUIPMENT  
a) All heavy equipment and storage units should preferably be placed against the wall across several floor joists.  
  
b) Heavy equipment and furniture must not be moved by individuals.  
  
c) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.  
  
d) 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.

- e) 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.

LIFTING AND HANDLING

Annex 2

- 1. The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused through "handling goods" than any other single action.

Manual lifting is included in this and an incorrect technique can cause:

Hernia (or rupture), torn back muscles, "slipped disc", cuts, bruises, crush injuries to fingers, hands and forearms, crush injuries to toes, cuts and bruises to the legs and feet.

- 2. The following basic rules are produced to help reduce these accidents:  
Never attempt to lift anything beyond your capacity. If in doubt get a second person or others to help.

If mechanical aids are provided, use them.

If an object is to be lifted manually:-

- a) Bend the knees and crouch to the object.
- b) Get a firm grip using the whole hand and not the finger tips.
- c) Keep the back straight.
- d) Tuck the chin in.
- e) Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.
- f) Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
- g) Avoid pinching fingers when releasing object.
- h) When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated.
- i) Protect your toes with safety footwear.
- j) Wear protective gloves when handling objects with sharp or jagged edges.

GENERAL ADVICE TO ALL EMPLOYEES

Annex 3

TIDINESS

Keep floors, passages etc. clear of stores, packages and litter.

Put waste paper in the bin. Do not throw broken glass, razor blades or other dangerous items loose in the waste bin. Dispose of these with care.

FALLS AND COLLISIONS

Walk, do not run. Look where you are going.

Use care in opening doors outward.

Take care on stairs and use the handrail.

Mop up spills of liquid.

Do not climb on chairs, desks, window sills to reach shelves or to open windows.

Adopted by Kilburn parish Council at its meeting on Monday 9 February 2009

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Chairman

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Clerk