Kidlington Parish Council

Health and Safety Policy

Adopted: Nov 2022
For review: March 2024

1. General Statement of Intent

1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose. We also accept responsibility for the health and safety of other people who may be affected by our activities.

1.2 All employees have a duty of care to themselves and others by avoiding hazards, preventing accidents and cooperating with the council by complying with all instructions and recommendations on health and safety.

So far as is reasonably practicable, the Council will:

- Provide adequate control of the health and safety risks arising from our work activities
- Consult with employees on matters affecting their health and safety
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to undertake their work tasks and to give them adequate training
- Prevent accidents and cases of work-related ill health as far as reasonably practicable
- Maintain safe and healthy working conditions

1.3 This policy will be reviewed every four years by the Policy and Finance Committee or when legislative or best practice changes occur to ensure it remains effective, and any necessary amendments communicated to all employees.

2. Responsibilities

2.1 The overall responsibility for health and safety within the Council and compliance with the requirements of the Health and Safety at Work Act 1974 and any other relevant health and safety legislation, is that of the Parish Council of Kidlington.

2.2 The Parish Clerk is responsible for this policy being carried out at all council premises and will ensure that:

- An up to date statement of the Council's policy for health and safety is prepared and brought to the attention of all staff

- An effective management system is in place to implement the health and safety policy, by which risks will be assessed, priorities decided and objectives set for eliminating hazards and reducing risks
- Arrangements are put in place to measure, monitor and review health and safety
- All incidents, hazards and near misses, whether injury is sustained or not, are reported and investigated in accordance with council procedures. Any action to prevent recurrence is implemented as soon as is reasonably practicable
- The Clerk will report any notable incidents to Health and Safety Executive and the Parish Council
- That there is an effective system for communicating health and safety information throughout the organisation
- That arrangements exist for the development and review of appropriate policies, procedures and guidelines on health and safety and welfare issues
- That all appropriate staff training needs are identified and that effective arrangements exist for the training delivery
- That staff are competent to carry out the responsibilities and duties assigned to them
- That regular audits and inspections are undertaken to ensure that procedures/safe systems of work are being followed and that any shortcomings are identified and dealt with. All written records for audits/inspections are maintained accordingly

2.3 The following managers are designated responsibility for safety in particular areas:

Facilities Manager - Open Spaces and Council owned buildings

2.5 Their responsibilities include:

- Responsibility for implementing this policy by operating and encouraging a positive safety culture and ensuring adequate communication, training and the assessment and monitoring of risks
- Familiarising themselves with the requirements of health and safety legislation governing the work activities for which they have a supervisory responsibility
- Assisting the Clerk in developing health and safety objectives and ensuring that risk assessments of work activities are undertaken in accordance with Council procedures
- Ensuring that all machinery and equipment is inspected (where applicable) and maintained in an efficient and good state of repair
- Assessing the need for personal protective equipment (PPE) and clothing for persons working under their supervision. Where it is provided, it must be suitable, correctly used, stored, maintained and replaced as required
- Communicating the Council's Health & Safety policy, as well as any procedures, codes of practice etc., to their staff and ensuring that these are followed where applicable

2.6 All employees have a duty to themselves, colleagues and any person who might be affected by their actions, to work in a safe manner. Any employee who behaves in a way which endangers the health and safety of others may be subject to disciplinary proceedings and could be prosecuted. In particular, this includes:

- Taking reasonable care for the health and safety of themselves and any other person who may be affected by their acts or omissions
- Cooperating with the Clerk and Facilities Manager to ensure that all relevant statutory regulations, policies and procedures are followed

- Reporting all faults, hazards, unsafe practices, accidents, adverse incidents, dangerous occurrences and near misses whether injury is sustained or not

2.7 Members of the public who hire the Council's facilities have a duty of care to themselves, colleagues and any members of the public who attend the event and are present at the premises for the duration of the hire. The 'hirer' of the premises will become the Temporary Responsible Person whilst the hire takes place and will be accountable for all aspects of health and safety as prescribed within the Council's hiring terms and conditions. The hirer must abide by the following requirements:

- Familiarise him/herself with the requirements regarding the Emergency Procedure during the occupation of the building
- Report all incidents/accidents in the accident book found on site. It may be necessary to appoint a First Aider who will be present for the duration of the hire
- Assess the risks of their own event and where necessary advise the Council of any action or risk management process, as is deemed necessary

3. Health and Safety Organisation Structure

Full Council
↓
Clerk
↓

Facilities Manager	Finance Manager	Community Projects Officer
↓	↓	
Grounds Team Caretakers Cleaners	Office Based Staff	

4. Arrangements

4.1 The Council sees communication between staff at all levels as an essential part of effective health and safety management and will consult via team meetings. Every member of staff will be given a copy of the Council's Health and Safety Policy at induction.

4.2 In accordance with relevant legislation, the Clerk will ensure that assessments are undertaken of the associated risks for all work activities. In assessing these risks, account will be taken of the effectiveness of existing control measures. When completing the assessment, the outcomes and action plans will be made known to staff and anyone else that may be affected.

4.3 All contractors engaged by the Council have a responsibility as specified in all contract documents, to carry out their work in a safe manner in respect of their own staff, subcontractors, council staff and premises, members of the public and any others who may be affected by their actions. The Council will ensure so far as is reasonably practicable, the employment of competent contractors who are able to demonstrate that they have in place management systems for safely undertaking work for which they have been employed.

4.4 Contractors will be advised of any required standards, site specific rules, codes of practice, procedures, rules or other guidance applicable to the work undertaken. Special care is required to ensure that these matters are covered, although nothing in contract documents can free those engaging contractors, the contractors or council staff from their own liability under health and safety legislation.

4.5 All accidents will be reported in an Accident Record Book kept in the main. All accidents/incidents will be fully investigated and an Accident/Incident Report Form will be completed and given to the Clerk.
The Clerk will report any notable accidents/incidents to the Health and Safety Executive, RIDDOR, etc.

4.6 The First Aid Boxes are located in the kitchen at Exeter Hall. The Facilities Manager is responsible for the first aid equipment and must ensure that first aid kits are always fully and appropriately stocked.

4.8 At least one employee will undertake First Aid training every three years and will be nominated as the 'Appointed Persons'. They will be responsible for administering basic first aid. It must be noted that Appointed Persons should not give first aid treatment for which they have not been trained. To do so could invalidate the insurance policy in place.
An Appointed Person's duties are to:

- take charge when someone is injured or becomes ill
- ensure that an ambulance or other professional medical help is summoned when appropriate.

4.9 Fire Risk Assessments for all of the Council's premises will be updated annually to meet the requirements as laid down under the Regulatory Reform (Fire Safety) Order 2005.

4.10 Fire extinguishers in all of the Council's buildings will be visually inspected every month by the Maintenance Team and be maintained annually by an authorised company.

4.11 The fire alarm system, including smoke alarms at Exeter Hall, will be tested weekly by the Maintenance Team and will be maintained bi-annually by an authorised company. A fire drill will be held at least annually at Exeter Hall.

4.12 The emergency lighting at Exeter Hall will be tested monthly by the Maintenance Team and bi-annually by an authorised company.

4.13 Fire Exits will be kept free from obstructions.

4.14 Notices will be displayed at all nominated Fire Exits giving directions for the evacuation of buildings in the event of fire.

4.15 The Clerk has overall responsibility for training and will ensure appropriate training is provided for staff to enable them to discharge their responsibilities under the Health and Safety Policy.

4.16 Smoking is not allowed in any Council vehicles or buildings.

4.17 Regular audits of health and safety procedures will be carried out to ensure effective monitoring and evaluation to identity any shortcomings.

4.18 The Council has the responsibility to maintain all electrical equipment and the premises mains supply. This will be done by regular Portable Appliance Testing (PAT) and the testing of the mains wiring. An official internal fault reporting system will be used for all electrical equipment.

4.19 The COSHH Regulations 2002 require a risk assessment for any substances/chemicals used which are toxic or dangerous to health be undertaken and then reviewed every 5 years.

- A safety data sheet on all chemicals must be provided by the manufacturers and will be available to staff who use any such products.
- Staff will be trained in the safe use of any such substances.
- PPE will be provided if applicable.

4.20 Manual handling operations' means transporting or supporting a load, including lifting, putting down, pushing, pulling, carrying or moving, by hand or by bodily force. To reduce the risk of injury, the Council must avoid/reduce the need for manual handling by elimination through automation and mechanisation; reduce the load by use of mechanical aids and by using smaller or lighter packages.

4.21 A risk assessment will be completed by a person that is competent to undertake the assessment and will include consideration of the task, the load, the working environment, individual capability and any other relevant factors. This will be reviewed if there are any significant changes. Industry recommended Personal Protective Equipment will be provided for those identified as being at risk e.g. safety footwear, gloves etc.

4.22 Policies for particular premises and activities are attached for:

i Offices
ii Grounds maintenance
iii Caretaking and cleaning
iv General advice to all employees

4.23 References:

Electricity and Work Regulations 1989
The Management and Health and Safety at Work Regulations 1999
Manual Handling Operations Regulations 1992 (as amended 2002)
The Personal Protective Equipment at Work Regulations 1992 (as amended)
The Health and Safety (Display Screen Equipment) Regulations 1992
The Provision and Use of Work Equipment Regulations 1998 (PUWER)
The Workplace (Health and Safety Welfare) Regulations 1992
The Control of Substances Hazardous to Health (COSHH) Regulations 2002
The Health and Safety at Work etc. Act 1974
The Regulatory Reform (Fire Safety) Order 2005

Annex 1

Offices

1. Heating, Lighting and Ventilation

a) Temperature must reach a minimum of 16°C after the first hour of working time and be maintained between 16°C and 20°C throughout the working day.

b) The temperature in a workplace should normally be at least 16 degrees Celsius. If work involves rigorous physical effort, the temperature should be at least 13 degrees Celsius. However, these temperatures may not necessarily provide reasonable comfort, depending on other factors such as air movement, relative humidity and worker clothing. Temperature readings should be taken close to workstations, at working height and away from windows.

c) Free standing heaters must not be used unless specifically authorised. When authorised they must comply fully with the Fire Regulations. The area around them must be kept clear of any paper or other flammable material, and be sited away from desks and chairs. Any portable electrical appliances will be inspected under the councils PAT regime. Personal electrical equipment must not be used at work unless authorised and tested.

d) Desks should be placed to gain the maximum amount of light.

2. Electrical Equipment

a) All electrical equipment will be maintained in accordance with the most up to date legislation

b) Personal electrical equipment shall not be used unless authorised by the Facilities Manager and safely tested.

c) Mains must not be overloaded. It is important that the correct socket and plug top face, where available, is used for each item of electrical equipment.

d) Plug fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, 3 amp fuse, 2 bar heater, kettle: 13 amp fuse. Fuses are available with ratings 3, 5,7,10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt seek qualified advice.

e) Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of adaptors. All mains should be switched off when not in use.

f) Leads from points for various desk users 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. Reel cables must be fully unwound. Cable covers will be provided where needed. Extension leads must not be plugged into another extension lead.

g) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent and authorised to do so. Any defected equipment must be taken out of use and signed stating ‘Do Not Use’. Defective equipment will be removed at the first opportunity.

3. Furniture, Fittings and Equipment

a) Individuals must not move heavy equipment and furniture.

b) Office equipment whether manually or electrically operated, must not be used by unauthorised untrained personnel.

c) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when the full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Filing cabinets should be inspected regularly to ensure correct loading and smoothness with particular regard to the effective use of the drawer stops. Damaged or defective cabinets must not be used. Heavy cabinets will be fixed to the wall as needed.

d) 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. Staff that use steps must have received instruction in their safe use.

4. Fire Precautions

a) All staff must be fully conversant with the “Fire Alert” system displayed in the offices.

b) Exit corridors, landings and staircases must be kept clear at all times.

c) Flammable materials must not be stored even for a temporary period, in the offices or corridors, unless the storage is of a fire resistant structure such as a metal cupboard or bin and clearly marked “Flammable Materials”.

d) Waste paper bins must be of metal construction and be emptied each day.

5. Premises

a) The Council must ensure that employees are safe, irrespective of where they work. Premises must be maintained and cleaned.

b) The Council must ensure that there is a suitable set up of work stations and a minimum working space (11m3) for each member of staff.

c) There must be safe traffic routes for staff to use.

d) Any windows and doors should be able to be opened, closed and adjusted safely. All glazed areas must use safety glass.

e) At all council premises there must be suitable toilet facilities with hot and cold water, soap and a means of drying hands, provision of drinking water, suitable facilities for rest and eating meals and the provision of lockers and changing facilities if applicable.

Annex 2

Grounds Maintenance

1. Only authorised members of staff, who have received training and instructions in the operation of any vehicles and machinery equipment, may use them.

2. All dangerous moving parts of the machinery must be guarded. Guards must not be moved except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.

3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.

4. Children must not be allowed to play in areas where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them. Keys must always be removed from vehicles when left unattended.

5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.

6. Fuel tanks must only be filled in the open with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can.

7. Fuel may only be stored in a safety can of a type approved in a store designated by the Fire Officer.

8. Appropriate protective safety clothing such as gloves and overalls, face masks, footwear and ear defenders must be used when operating machinery / using noisy hand tools / driving vehicles and chemicals including herbicides and pesticides.

9. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use. Ladders and stepladders must undergo pre-use and regular safety checks.

10. Pathways and Council owned premises shall be inspected annually.

Annex 3

Caretaking and Cleaning

1. It is essential that care is exercised to follow all labelled instructions on containers and packages. Products should be stored away from extreme low temperatures, heat sources and naked lights, particularly those products containing hydro carbon and other flammable solvents.

2. Appropriate protective clothing, such as face protection, gloves and overalls must be worn when handling corrosive substances.

3. Care must be taken to avoid ingestion, inhalation and skin contact of all chemicals substances. Spillage must be cleaned up immediately whilst observing all precautions.

4. Consideration must be given to the possibility of hazardous by-products that may arise from the reaction between various products, or from products exposed to heat or fire. This is particularly important in the case of bleach, which would produce chlorine gas if mixed with acidic cleansers (e.g. Harpic) or other acidic substances.

5. All electrical cleaning equipment must have been wired up by a competent person. Any damage, deterioration in electrical connections or wiring must be reported immediately.

6. Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.

7. You should report:

a) Structural faults which appear dangerous.
b) Floor coverings etc., which cause a tripping hazard.
c) Faulty gas, electric, paraffin fixtures, fittings and equipment.
d) All accidents, however small, should be reported.

You should not:

e) Attempt to repair gas, electric, paraffin fixtures, fitting or equipment, unless competent to do so.
f) Attempt to remove obviously heavy furniture/items alone.

You should:

g) In the event of having to stand on something to reach windows, high surfaces etc., ensure that a suitable kick stool is used. If access to higher surfaces is required this must be referred to the Asset Manager and only trained staff must undertake this work.

Annex 4

General Advice to All Employees

1. 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 (in a specific sharps box) and ask for advice from the Asset Manager if in doubt.

2. Falls and Collisions

Walk, do not run. Look where you are going.
Use care when opening doors outwards.
Take care on stairs and use the handrail.
Mop up spills of liquids; do not leave it to someone else.
Do not climb on chairs, desks, window sills to reach shelves or to open windows. Use a kick stool and window poles etc.

3. Fire Precautions

READ AND UNDERSTAND FIRE PRECAUTION NOTICES

Ensure that you know the layout of the fire exits and all emergency routes.
Report or remove where possible any obstruction of fire exits and passages.
Keep cloths and towels away from heaters and convectors etc.
Do not stand close to an electric fire, if use permitted, nor stand them near to anything that will burn.

4. Alcohol and Drugs

Drinking alcohol or taking drugs that affect your ability to work in a safe and legal manner is not permitted and may be subject to disciplinary action.