



# NASH MILLS

## PARISH COUNCIL

### HEALTH AND SAFETY POLICY

Adopted	<u>10<sup>th</sup> October 2022</u>
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#### HEALTH AND SAFETY POLICY STATEMENT

**This Health and Safety Policy sets out our arrangements for ensuring good health and safety practice in the workplace in line with the Health and Safety at Work Act 1974 and all other relevant legislation**

This is the Health and Safety Policy Statement of

**Nash Mills Parish Council**

**Our statement of general policy is:**

- To provide adequate control of the health and safety risks arising from our activities
- To consult with employees, Members and volunteers on matters affecting their health and safety
- To provide and maintain safe equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees, Members, and volunteers
- To ensure all employees, Members and volunteers are competent to undertake their work
- To provide employees and volunteers with adequate training
- To prevent accidents and causes of work-related ill health as far as is reasonably practicable

- To maintain safe and healthy working conditions
- To ensure sufficient funds are available to implement this Policy
- To review and revise this Policy at regular intervals and when there is a major change in circumstances e.g., expansion of Nash Mills Parish Council's operations, purchase of new equipment etc.

## ACTIVITIES

Nash Mills Parish Council is a statutory body set up to serve the residents of the Parish, with eight Members elected by local residents. The Council owns no land but does maintain a leased play park and works with Dacorum Borough Council in keeping our parish clean, safe and tidy.

## RESPONSIBILITIES

Overall and final responsibility for Health and Safety at **Nash Mills Parish Council** is that of the Members.

Day to day responsibility for ensuring this policy is put into practice is delegated to the nominated **Competent Person: the Clerk**. They are required to do all that is reasonably practicable to meet the health and safety standards laid down in this policy and in legislation.

Due to the small size of the council and its staff team the majority of projects will be completed via a contractor and the relevant risk assessments, insurance, and qualifications (if required) will be requested and held on file prior to any works commencing.

The works undertaken by the Warden are low risk and appropriate training has been provided for the playpark inspections. There is a separate Warden risk assessment.

### All employees, Members and volunteers must:

- co-operate with the **Clerk and/or the Warden** on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of his or her own health and safety
- report all health and safety concerns to an appropriate person i.e., any of those named above: **(Clerk/Warden)**

## RISK ASSESSMENTS

All work activities undertaken by **Nash Mills Parish Council** are subject to a Risk Assessment. These are undertaken by the relevant officer, then approved by **full council** and the findings are reported to all employees and volunteers.

Actions required to remove and/or control risks will be approved by **full council** who will ensure via the Clerk that these actions are implemented. At present, due to the relatively small number of employees and volunteers, communicating the findings of Risk Assessments and implementation of the resultant actions is straightforward: The Clerk and the warden meet or speak regularly and are updated on Health and Safety matters. Volunteers will be briefed on relevant health and safety issues before each session. These methods of communicating will be reviewed if the organisation increases in size, or if another layer of supervision is introduced.

All Members, employees and volunteers have a responsibility to report any concerns about the effectiveness of Risk Assessment findings and are encouraged to inform **the Clerk** of any improvements or corrections they think could be made. **All Risk Assessments will be reviewed. The Register of Risk Assessments is kept on our website and is available to all employees and volunteers at all times.**

## CONSULTATION WITH EMPLOYEES AND VOLUNTEERS

**Nash Mills Parish Council** consults with all its employees and volunteers on matters of Health and Safety.

Consultation is provided by **the Clerk** who ensures all employees and volunteers receive full and relevant information. They will listen to and considers what employees and volunteers have to say before taking any Health and Safety decisions.

Health and Safety concerns are reported monthly in the Clerk's report (if applicable). Members, employees and volunteers are encouraged to raise any issues concerning Health and Safety immediately to facilitate reporting at the relevant meeting.

At present, due to the relatively small number of employees and volunteers, consulting on Health and Safety matters is straightforward and there is no need for employees and volunteers to nominate representatives. However, this position will be reviewed if the council increases in size, or another layer of supervision is introduced.

## SAFE EQUIPMENT

Overall responsibility for the provision of safe equipment lies with **the Council**. All employees and volunteers are responsible for reporting any faults, breakages, or other concerns with the equipment they use.

The procedure for selection, usage, inspection, and maintenance of equipment is as follows:

1. Each work operation is assessed separately, and the safest method of working selected prior to commencement of the work. Items of equipment are compared and selection of which to use is made based on suitability and safety.
2. All **Nash Mills Parish Council** equipment is inspected regularly by the warden. In addition, employees and volunteers undertake checks of all items immediately before and after usage and any faults are reported straightaway. Faulty equipment is removed and repaired or replaced. This ensures that all equipment is safe to use.
3. All equipment is regularly maintained. Items with particular technical requirements would be maintained by a suitably qualified person. Should any faults occur, the item will be immediately taken out of commission until repaired and checked.

4. All employees are competent or trained as necessary in the safe use of equipment and **Nash Mills Parish Council** always follows the manufacturer's instructions for each individual item.
5. All equipment is stored safely when not in use, in the council garage.
6. All portable electrical equipment e.g., computers, printers, etc is subject to regular Portable Appliance Testing by a suitably qualified electrician. Records of these tests are kept in the office. **The Clerk** is responsible for arranging these tests, acting on their findings and for keeping the records.

## MANUAL HANDLING

**Nash Mills Parish Council** employees and volunteers undertake work on various sites. This work may involve lifting, carrying, and moving heavy and/or bulky items. All employees and volunteers will receive training in correct manual handling techniques as part of their induction and ongoing Health and Safety training. This may be provided by a webinar or online instructions.

The Council is careful to ensure that employees and volunteers do not carry out manual handling if the task can be carried out by mechanical or other means. However, there are occasions where this is unavoidable.

All work involving manual handling will be subject to full and regular Risk Assessments.

## SAFE HANDLING AND USE OF SUBSTANCES

'Substances' refers to any chemicals used by **Nash Mills Parish Council**. This page also refers to any dust, fumes, spray or bacteria which may be produced as a result of work activities.

**The Warden (in consultation with the Clerk)** is responsible for:

- identifying all substances which require a COSHH Assessment (i.e., substances which have the potential to be hazardous to health of **Nash Mills Parish Council's** employees and volunteers, suppliers, customers or to members of the public);
- undertaking COSHH Assessments and ensuring that all identified actions are implemented.

- checking that all substances can be used safely before they are purchased or generated.

The suppliers provide Health and Safety Datasheets for every substance purchased. **The Clerk** will ensure that the Council always has the most up-to-date version of all Datasheets. Copies of these are kept in the Health and Safety file on the laptop and are always available to all employees and volunteers.

**COSHH Assessments are reviewed when work activities change in any way. A Register of COSHH Assessments is kept and is available to all employees and volunteers at all times.**

### **Personal Protective Equipment (PPE)**

All employees and volunteers are either trained in the safe usage of any substances with which they work or provide **the Warden** with proof that they have been trained in their safe usage. Personal Protective Equipment (PPE) is issued where necessary. All PPE is regularly inspected for faults or damage and withdrawn from use if it is found to be below standard in any way. All PPE is properly stored and maintained. All **employees and volunteers** are responsible for checking their own PPE and must report any faults or damage immediately.

## **INFORMATION, INSTRUCTION AND SUPERVISION**

The Health and Safety Law poster is not displayed as **Nash Mills Parish Council** have no council premises.

Health and Safety advice is available from **the Clerk or The Health and Safety Executive** [HSE: Information about health and safety at work](#)

This Health and Safety Policy and associated documentation is available to all employees and volunteers at any time unless deemed confidential e.g., a Risk Assessment specific to a named employee.

All employees and volunteers will receive Health and Safety Induction training before taking up work at **Nash Mills Parish Council** (or as soon as possible afterwards) and annual refresher training where required thereafter.

New employees and volunteers are closely monitored, by either **the Clerk or Chairman Personnel**, until they have completed their initial trial work period (the length of which depends upon experience and references). **Council** must be satisfied that the new employees and/or volunteers are competent to undertake the tasks assigned to them.

## COMPETENCE FOR TASKS AND TRAINING

All employees and volunteers will receive Health and Safety training and additional Health and Safety training if circumstances change e.g.

- new equipment is purchased.
- the Council expands its operations.
- the Council changes its organisational structure.

This list is not exhaustive.

Job-specific training is provided by **the Clerk**.

Specific operations requiring specific training include:

- manual handling of heavy, bulky and awkward loads
- safe use of display screen equipment and workstations

and only suitably trained employees and volunteers undertake any such work.

Employees and volunteers are encouraged to request additional Health and Safety training if they feel it is necessary for them to undertake their work safely.

Training records for all employees and volunteers are kept by **the Clerk**.

## DSE ASSESSMENTS

All employees and volunteers who sit at a workstation and use display screen equipment for an hour or more at a time must complete a DSE Assessment before starting work. This includes employees and volunteers who work from home, who hot-desk and mobile workers. These assessments are undertaken annually, and the findings are acted upon by **the Clerk**.

The following categories of employees and volunteers must undertake DSE Assessments more frequently:

- DSE users who are pregnant or who have given birth within the preceding 12 months;
- DSE users who are breastfeeding;
- DSE users with disabilities;
- DSE users who have suffered an injury, whether at work or outside working hours.

The frequency of the assessment is agreed between **the Clerk** and the employee or volunteer. Medical advice is sought when deemed necessary.

DSE Assessments are also to be undertaken when any change is made to existing workstations or when the layout of the office is changed.

**Nash Mills Parish Council** ensures that all workstations are correctly set up and that appropriate desks, chairs and computer equipment are provided.

The Council will arrange an eye test for DSE users if requested

## EVENTS

**Nash Mills Parish Council** may run events throughout the year.

Council-run events are planned, managed, and monitored by **Full Council or a working group specifically created for that purpose**. A risk assessment is prepared for each event by the Clerk in consultation with all those involved and our insurer.

All relevant employees and volunteers are trained in the requirements of the Risk assessment.

## ACCIDENTS, FIRST AID AND WORK-RELATED HEALTH

### Accidents and First Aid

All accidents, dangerous occurrences and cases of work-related ill health are recorded by the Clerk and reported to council. All records are retained by the **Clerk**. These forms record details of the incident, the remedial measures taken at the time and the implementation of any training or other identified actions which may be required as a result.

The Warden should be provided with a first aid kit in the absence of there being parish premises and a first aid box on site. The Warden must inform the Clerk when supplies need replenishing.

### RIDDOR

Serious accidents, those resulting in absence from work for more than seven consecutive days, cases of work-related ill-health and serious 'near misses' must be reported to the HSE in line with RIDDOR (The Reporting of Injuries, Diseases and



Dangerous Occurrences Regulations 2013). Such incidents must be reported online: go to <http://www.hse.gov.uk/riddor/report.htm>.

Fatal and specified injuries ONLY can be reported by calling the Incident Contact Centre (ICC) on **0345 300 9923** on Monday to Friday 8:30am to 5:00pm.

Specified injuries are:

- fractures (other than to thumbs, fingers and toes)
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalding requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

Out of hours reporting is only required:

- following a work-related death
- following a serious incident where there have been multiple casualties
- following an incident which has caused major disruption such as the evacuation of people, closure of roads, large numbers of people going to hospital etc.

If an incident occurs which fits these descriptions **the Clerk** will ring the duty officer on **0151 922 9235**.

## MONITORING

To check **Nash Mills Parish Council's** working conditions and ensure that safe working practices are being adhered to, the following monitoring procedures are undertaken:

- unannounced spot checks.
- analysis of accident reports to determine whether there are any trends, patterns or failures in training, instructions etc.

- employees and volunteers informed of any failure in health and safety procedures and steps put in place to prevent a recurrence e.g., re-training, amending the Health and Safety policy or any other appropriate action.

**The Personnel Committee** is responsible for investigating, or arranging the investigation of, accidents, dangerous occurrences, and work-related causes of absence. They are responsible for acting upon the findings of any investigations to prevent a recurrence and will report all findings to full council.

**Nash Mills Parish Council** ensures it keeps abreast of any relevant changes to Health and Safety legislation and amends this Policy and other relevant documentation accordingly.

Changes to the Health and Safety Policy are recorded on page 1.

## EMERGENCY PROCEDURES

### Emergency Procedures

As part of the Company's commitment to providing a safe place of work, **the Council** has identified the types of emergencies that could potentially arise and drawn up Emergency Procedures to be followed.

**The Council** is responsible for:

- ensuring that a plan is in place for dealing with emergencies that could arise. This includes serious injuries, explosion, flood, fire, electrocution, chemical spills etc. This list is not exhaustive;
- ensuring all employees and volunteers and anyone sharing the workplace are trained in the Emergency Procedures so that everyone understands what actions to take should an emergency arise;
- reviewing all Emergency Procedures annually, after a drill, after an emergency and when there are any changes to the premises or to work operations.

### Fire safety

Not applicable as NMPC own no premises.

## WORKING ALONE

Employees and volunteers work alone on occasions. This may include first thing in the morning, last thing in the evening, weekend working and travelling between sites. A Lone Working Risk Assessment is included as part of the Warden Risk assessment. All employees and volunteers who work by themselves are instructed in how to ensure their own personal safety.

All employees and volunteers who work alone carry a charged mobile phone.

The following arrangements are in place to minimise the risks associated with working alone:

- employees and volunteers who work alone must advise their manager of the time they expect to finish work;
- employees and volunteers who are not medically fit for lone working (e.g., due to an illness such as epilepsy or diabetes, or if they need to take regular medication) must not work alone under any circumstances;
- employees and volunteers must report any illness or medical condition that may affect their ability to work alone.

In addition, **the Clerk** may also:

- agree regular contact (e.g., by mobile phone) at agreed intervals to check on the safety of the employee.

If an agreed contact is missed, **the Clerk** will raise the alarm.

## INFECTIOUS DISEASES

In the event of an outbreak of an infectious disease globally, nationally, or locally, **the Clerk** will draw up and implement an emergency response plan in accordance with Govt instructions however a stock of PPE will be available at all times.

### Personal Protective Equipment

A stock of appropriate Personal Protective Equipment (PPE) is held at the Clerk's office. This includes, but is not limited to:

- disposable items e.g., masks, gloves, tissues etc;
- hand sanitiser;
- disinfectant wipes (of the recommended strength).

If the amended Infectious Diseases Risk Assessment identifies additional PPE requirements, these items will be purchased immediately and added to the stock. **The**

**Clerk** ensures that all PPE is regularly checked and replaced as required e.g., if items have been used or if use by dates have expired.

**The Clerk** will ensure stocks of appropriate cleaning supplies are available, either by purchasing them or by ensuring cleaning providers have correct and sufficient supplies in place.