

NORTH MUNDHAM PARISH COUNCIL

HEALTH, SAFETY AND WELFARE POLICY

This document has been produced for illustration purposes and will need to be updated and amended to reflect the procedures and arrangements of North Mundham Parish Council)

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I HEREBY CONFIRM THAT I HAVE READ THE HEALTH AND SAFETY POLICY STATEMENT FOR NORTH MUNDHAM PARISH COUNCIL AND AGREE TO ADHERE TO THE REQUIREMENTS AND CONDITIONS CONTAINED WITHIN.

Mrs Louise Chater Parish Clerk	Date:
Cllr Tim Russell	Date:
Cllr Keith Phillips	Date:
Cllr Vicky Roe Dos Santos	Date:
Cllr Frances Neave	Date:
Cllr Hugo Wall	Date:
Cllr. Rob Callaway-Lewis	Date:
Cllr Annie Maclean	Date:
Cllr. Peter Stephens	Date:
Cllr. Paul Chivers	Date:

SAFETY POLICY STATEMENT

North Mundham Parish Council believes in providing a high quality service to its employees, visitors, contractors and users of its premises. Health and safety is an integral part of the Council's activity.

It is the policy of this Council to encourage all employees to be, not only aware of their legal responsibilities, but to be actively involved in developing a positive and progressive safety culture so that no one is exposed to risks to their health or safety as a result of the way the Council conducts its business.

In order to achieve the objectives of this policy the Council will comply with all of its legal duties by ensuring that:-

- Each employee is given such comprehensible relevant and appropriate information, instruction, and training as is necessary to enable the safe and healthy performance of work activities.
- The Parish Clerk assess risks and introduce preventative and protective measures, so far as is reasonably practicable, or devise systems of work where significant risks to health and safety are identified. These preventative and protective measures or safe systems of work will be implemented and supervised to ensure any risks are reduced to an acceptable minimum.
- The working environment is maintained in a condition that it is safe, free from risks to health and that adequate facilities for employees' welfare at work are made.
- Adequate facilities and arrangements are maintained to enable staff to raise issues of health and safety.
- Procedures are devised that will ensure that all machinery and equipment purchased is suitable for its intended purpose.
- Procedures are devised that ensure the effective planning, organisation, control, monitoring and review of health and safety in relation to Council buildings and activities is undertaken to include associated preventative and protective measures

Every member of staff has a legal duty to co-operate with the Council to assist in complying with all its statutory duties, the successful implementation of this policy requires total commitment from everyone in the Council from Members to staff at all levels. Each individual also has a legal obligation to take reasonable care for their health and safety and for the health and safety of people who may be affected by their acts or omissions.

Full details of the organisation and arrangements for health and safety are set out in other documents.

The Parish Clerk will regularly monitor this policy to ensure that the objectives are achieved. It will be reviewed regularly and, if necessary, revised in the light of legislative or organisational changes.

Adopted on: 6th November 2018

Minute Number: 146.18(1)

Review Date: November 2020

NORTH MUNDHAM PARISH COUNCIL HEALTH AND SAFETY POLICY

ORGANISATION AND RESPONSIBILITIES

1. Elected Members' Obligations

The Council is the employer and as such it carries the ultimate responsibility for ensuring health and safety at work.

The Health and Safety at Work, etc. Act 1974 applies to the Council as a corporate body and the Council may be prosecuted for any offence committed under any of the relevant statutory provisions. In addition an individual councillor may be prosecuted where their act or default results in somebody else (e.g. an employee) committing an offence under the Act.

Therefore the Council will ensure that appropriate arrangements are made within the organisation for:-

- (a) the implementation of the safety policy; and
- (b) regular monitoring and review of health and safety practices, procedures and performance.

To this end, the Council will ensure that it allocates sufficient resources to enable officers to meet its obligations.

The Council will receive an annual safety report from the Parish Clerk for the purposes of monitoring and reviewing the effectiveness of the policy.

2. The Parish Clerk

The responsibility for fulfilling the safety policy of the Council rests with the Parish Clerk. The Parish Clerk will ensure that the policy is carried out delegating duties to others where appropriate, as defined below.

The Parish Clerk is responsible for ensuring that:-

- (i) Staff are aware of their obligations and carry them out in accordance with the Safety Policy;
- (ii) effective reporting and communication exists within the organisation and with the users of the Council's premises; and
- (iii) ensure that all those delegated with health and safety duties have the necessary instruction, training and resources to comply with their obligations
- (iv) unresolved problems of health and safety are brought to the attention of the Council.

3. The Chairman of North Mundham Village Hall Management Committee

The Chairman of Village Hall Management Committee will ensure that the Health and Safety Policy is implemented as it affects the village hall.

The Chairman of Village Hall Management Committee shall:-

- (1) ensure that programmed risk assessments are undertaken for work activities in the village hall. Where significant risks are identified the Chairman of the Village Hall

Management Committee is to ensure that safe systems of work or other control strategies are put into place in order to reduce risks to the health, safety and welfare of staff and others to an acceptable minimum. These procedures shall be monitored and reviewed periodically;

- (2) advise the Parish Clerk when finance needs to be made available for any measures deemed necessary to comply with the Policy;
- (3) ensure that, where a problem cannot be rectified immediately or easily, it is brought to the attention of the Council via the Parish Clerk;
- (4) ensure all work undertaken by Contractors on behalf of the Council is carried out in a safe manner. This should normally be achieved by:
 - (a) undertaking suitable and sufficient risk assessment before work commences;
 - (b) ensuring all work is co-ordinated and monitored by a competent person with the authority to act on behalf of the Council;
 - (c) co-ordinating exchange of information between any contractors, Council staff and any others who may be affected by any Council contract;
 - (d) provide contractors with the latest edition of North Mundham Parish Council health safety policy.
- (5) ensure that all those delegated with health and safety duties have the necessary instruction, training and resources to comply with their obligations;
- (6) keep him/herself informed of accidents, dangerous occurrences or occupational diseases occurring on Council premises and to Council employees and ensure that all accidents are reported to the Parish Clerk;
- (7) consistently set a good personal example;

Other Health and Safety Policies and Procedure Documents

North Mundham Parish Council has a number of other policy and procedure documents that are complimentary to the Council's Health and Safety Policy. These are either defined subsidiary policies for specific areas of health and safety, or documents that define procedure for North Mundham Parish Council's elected members and staff to follow.

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FIRST AID

ORGANISATION AND ARRANGEMENTS

The Health and Safety (First Aid) Regulations 1981 impose a duty on employers to provide first aid support and facilities for their employees.

DEFINITIONS

First Aid is defined in the Health and Safety (First Aid) Regulations 1981 as a case where a person will need help from a medical practitioner or nurse in the event of serious injury or illness; where such help is not available, a First Aider will provide treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained. It also covers treatment of minor injuries and minor illness, which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

The Health and Safety (First Aid) Regulations 1981 place a general responsibility on employers to provide appropriate first aid facilities. First Aid Boxes are provided at all of the Council's premises. In the case of lone workers - if they sustain a minor injury, they might be able to use a first aid box or telephone for help.

1. PROCEDURE FOR OBTAINING FIRST AID ASSISTANCE

Any treatment given should be recorded in the Accident Book, which is held in the Council offices to record any accidents in those offices.

The following actions are to be taken in the event of first aid being required:-

Conscious Person

The First Aider should:-

1. Decide if an ambulance is required and arrange for one to attend where necessary.
2. Administer first aid and inform the Parish Clerk or Chairman
3. Where the casualty wishes to go home or requires professional medical attention, which does not warrant calling an ambulance, the Parish Clerk or Chairman is to be informed. The Parish Clerk or Chairman is then required to make any necessary arrangements to transfer the employee.

In cases where the casualty wishes to return to work against the advice of the First Aider, the Parish Clerk should be contacted and temporary suspension from work as a result of an injury will be considered.

Unconscious Person

An ambulance is required to be summoned in all cases where the casualty loses consciousness for any period.

A First Aider should:-

1. Call an ambulance

2. Administer appropriate first aid.
3. Inform the Parish Clerk or Chairman of the employee's transfer to hospital. The Parish Clerk, or her/his representative, will inform the next of kin of the employee's transfer to hospital. The Parish Clerk or Chairman will ensure personal possessions are taken into safe custody.

N.B. On no account should an unconscious person, or a person who has been unconscious, be left unattended by a First Aider.

H.I.V and A.I.D.S

- a. The very slight risk comes from accidental inoculation from an infected needle or contamination of an opening or graze, with the blood or bodily fluid of an infected person.
- b. You can protect yourself by using basic safety precautions which not only protect against AIDS but also against other blood-borne viruses such as Hepatitis B.
- c. To protect yourself, cover grazes and cuts with waterproof plasters.
- d. Wear protective gloves and an apron.
- e. If involved with First Aid treatment, encourage the casualty to put pressure on their wound themselves.
- f. Clean up any body fluid spill with absorbent paper and place in a yellow sack for clinical waste.
- g. Clean up residue by using a solution of 1 part domestic bleach with 9 parts water.

FIRST AID ORGANISATION

1. Overall responsibility for fulfilling the first aid policy of the Council rests with the Parish Clerk.
2. At the time of any accident at the office, the Parish Clerk will be responsible for ensuring that the Accident Book is completed
3. At the time of any accident at North Mundham Village Hall the Chairman of North Mundham Village Hall Management Committee will be responsible for ensuring that the Accident Book is completed and reported to the Council.

ACCIDENT REPORTING

1. When an accident/incident occurs, action must be taken. Injuries must receive prompt attention, and any immediate danger should be alleviated.
2. The Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR) and the Social Security Act 1975 requires organisations to record accidents/incidents and also to investigate and report to the nearest office of the Health and Safety Executive (HSE) accidents which result in the following:
 - Fatalities
 - Major injuries - amputations, loss of sight, injury from electric shock, fractures (other than of fingers or toes)
 - Employees being absent from work for more than three days
 - Injuries caused by violence to staff
 - Reportable industrial diseases
 - Dangerous occurrences
 - Accidents or fatalities occurring to members of the public on the Council's premises

EMPLOYEES RESPONSIBILITIES

It is the duty of all staff who have an accident/incident or witness an accident/incident to another employee, visitor or member of the public to ensure that everything possible is done to minimise the damage, particularly injury to persons.

Therefore:

1. Obtain First Aid treatment for the injured person
2. Ensure that the accident/incident is reported to the Parish Clerk.
3. Record the accident/incident by filling in the Accident Book and completing a copy of the Council's incident report form.

EMPLOYERS' RESPONSIBILITIES

The Parish Clerk is to:

- a. Establish whether the circumstances or the result of the accident/incident are immediately reportable under RIDDOR as a Major Injury or as a Dangerous Occurrence.
- b. Investigate the accident/incident and ensure all necessary steps have been taken to prevent any immediate further injury or damage to property.
- c. Ensure that an entry in the Accident Book is made
- d. Take what steps are necessary to remedy the cause of the accident/incident to prevent a reoccurrence.
- e. Ensure that if an injured person is absent from work, or unable to carry out their normal work for more than 3 days (not including the day of the accident) form F2508 is completed and sent to the nearest office of the Health and Safety Executive (HSE) within 10 days of the accident.
- f. The Parish Clerk will advise the Councils' insurers of the reported accidents

STRESS AWARENESS

1. North Mundham Parish Council is committed to protecting the health, safety and welfare of its employees, recognises that workplace stress is a Health and Safety issue and acknowledges the importance of identifying and reducing workplace stressors.
2. This policy will apply to everyone in the Council, which is responsible for the implementation and providing the necessary resources.
3. The Health and Safety Executive defines stress as "the adverse reaction people have to excessive pressure or other types of demands placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health. It should be noted that people have their own individual levels of tolerance and capacity to cope with stress and this will vary from person to person.
4. North Mundham Parish Council will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
5. North Mundham Parish Council will consult with staff on all proposed action relating to the prevention of workplace stress and will provide training as necessary.
6. North Mundham Parish Council will consider providing confidential counselling for staff affected by stress caused by either work or external factors, on the recommendation of a medical advisor.
7. The Parish Clerk will conduct and implement recommendations of risk assessments within her jurisdiction.
8. The Parish Clerk will ensure good communication between the Council and staff, particularly where there are organisational and procedural changes.
9. North Mundham Parish Council will ensure staff are fully trained to discharge their duties.
10. North Mundham Parish Council will ensure staff are provided with meaningful development opportunities.
11. North Mundham Parish Council will monitor workloads to ensure that they are appropriate.
12. North Mundham Parish Council will monitor working hours and overtime and monitor holidays to ensure that staff are taking their full holiday entitlement.
13. The Parish Clerk will attend training as requested in good management practice and Health and Safety.
14. North Mundham Parish Council will ensure that bullying and harassment is not tolerated within their jurisdiction.
15. North Mundham Parish Council will be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

16. North Mundham Parish Council will provide outside specialist advice and awareness training on stress, when appropriate.
17. North Mundham Parish Council will train and support members of staff in implementing stress awareness.
18. North Mundham Parish Council will support individuals who have been on long-term sick leave with stress and agree with them a planned return to work.
19. North Mundham Parish Council will refer to counsellors or specialist agencies as required, on the recommendation of a medical advisor, with the agreement of the person involved.
20. North Mundham Parish Council will monitor and review the effectiveness of measures to reduce stress.
21. The Parish Clerk will inform the Council of any changes and developments in the field of stress at work.
22. The Parish Clerk will assist in monitoring the effectiveness of measures to address stress by collating sickness and absence statistics.
23. The Parish Clerk will advise the Council on training required.
24. North Mundham Parish Council will provide continuing support to individuals in a changing environment and encourage referral to counsellors or specialist agencies where appropriate.
25. The Parish Clerk and Council should conduct joint inspections of the workplace at least every twelve months to ensure that environmental stressors are properly controlled.
26. Employees will accept opportunities for counselling when recommended.
27. Councillors and Staff are encouraged to perform a pivotal role in ensuring that this policy is implemented.

ATTACKS ON MEMBERS OF STAFF AND COUNCILLOR BY PEOPLE AND ANIMALS

1. Try to remove yourself from the point of disagreement and fiction. Do not argue the point.
2. Try to find the name and address of the person concerned, but not if this will further inflame the situation.
3. Say that you are under instruction and that the person should take up any concerns with the Parish Office.
4. If the situation is sufficiently severe leave the area and immediately contact the Parish Clerk to receive further instructions.
5. If you assess an immediate threat take steps to secure yourself in a lockable building or vehicle telephone the Police.
6. Always ensure that someone knows where you are working and approximate timescale of any jobs and advise if you leave unexpectedly.
7. If you feel a risk is present from an animal, do not approach it and allow it time to move on. Do not try to restrain or engage any animal.
8. If you sense an attack is about to start take every possible measure to protect yourself - this will depend on your position etc. If you can go to a vehicle or premises to protect yourself then do so and afterwards report the matter to the Parish Clerk, giving as much detailed information as possible including where possible and appropriate, the name and address of any owner.
9. If an attack takes place the primary importance is to seek assistance and medical help. It will depend on the severity as to how you do this and what information you can gather, but remember that personal safety and well-being is of primary importance.
10. Always ensure that the Parish Clerk knows your whereabouts and inform her of any change in plans.
11. If you are able to, advise any owner that you have been attacked and find out their name and address then do so, but do not approach them in an aggressive way, even if you feel angry, as this may just inflame the situation.
12. Advise the Parish Clerk of the circumstances so that the matter can be recorded. Always advise the Police, and the Parish Clerk should be responsible for any follow up action.

SECURITY

1. North Mundham Parish Council's elected members and staff have a responsibility to ensure the safety of people and the protection of both personal and North Mundham Parish Council's property.
2. Threats to security can come from a variety of sources and everyone should be aware of unusual situations which can put people at risk.
3. The security of each workplace will vary. General points of security can be applied in most situations.
4. Staff who are required to visit the bank on behalf of North Mundham Parish Council are required to vary the time and day of the week and to use an inconspicuous bag. Staff are instructed to hand over any money if confronted.
5. Serial numbers of equipment are to be entered in North Mundham Parish Council's asset register.
6. Contractors should be challenged if information has not been received about intended work to be conducted.
7. Visitors should be politely asked about their business and assisted as required.
8. Remember that information held in computer systems is confidential and that terminals should be switched off at the end of the working day.
9. Documents of a confidential nature which are no longer required must be shredded.
10. Be aware of your workplace and be alert to the presence of any unusual people or objects.
11. Any theft, damage to property or injury to people should be reported immediately to the Parish Clerk for subsequent reporting to the Police and North Mundham Parish Council's insurers.

TERRORIST ACTION BY POST

The Threat is Minimal

Terrorist (or other criminal) action intent on causing harm using the postal system is extremely rare and the Parish Council is not considered to be an especially vulnerable target.

Please note especially that there have been incidents in the UK since September 2001, which have been proven criminal hoaxes. Any incident, however, for the sake of the safety of staff, must be treated seriously.

What to do if you receive a suspicious communication through the post

The key advice to you all at this stage is:

Your suspicions may be aroused particularly through a combination of the following conditions:

- o the means of delivery is unexpected;
- o the source of the communication is unknown to you or the source cannot be surmised;
- o the addressing of the package is unusual;
- o the package is discoloured/stained and/or gives off an unidentifiable smell;
- o the package has excessive postage;
- o there is excessive binding around the package; etc.

Contact the Police immediately if you receive a letter, package, parcel etc. that appears suspicious.

Having contacted the police, if practicable, place the suspect article in a bag or container that can be sealed.

Wait for further instructions from the emergency services.

What to do if people have been potentially contaminated

If a package is leaking, has been opened and is found to contain a suspicious substance and people have been potentially contaminated by a powder or a liquid, contact the Police and, if practicable, place the suspect article in a bag or container that can be sealed.

Close doors and windows and evacuate the immediate area in which the article has been handled. please note that it is critically important that all staff who have come into contact with the suspicious article should go to the evacuation area and remain in that area until otherwise advised, following receipt of advice from the emergency services.

Put some form of sign on the outside of the door into the evacuated area to ensure that other staff do not enter what may be a contaminated area.

Remember - if you receive a suspicious letter, package, parcel etc., please contact the police immediately

DISCLOSURE AND BARRING SERVICE CHECKS

1. North Mundham Parish Council will arrange for Disclosure & Barring Service (DBS) checks to be conducted for members of staff who by the nature of their job, are required to come into contact with members of the public, including vulnerable adults and children.
2. Results of the Disclosure of Information received from interrogation of the computer system used by the DBS will be referred to North Mundham Parish Council.

LONE WORKING

The Parish Clerk will endeavour to avoid lone working situations whenever possible. When such working is required The Parish Clerk will endeavour to ensure, so far as reasonably practicable, that lone workers are not placed at any greater risk than other Council workers.

The Parish Clerk will positively identify those workers who may be deemed as *lone workers*, operating as such on either a regular or ad hoc basis, these will include all Parish Council employees - in the following circumstances:

Early or late workers:	staff who are either the first to come on to the premises in the morning or the last to leave at night.
Staff left alone in the office	Staff left alone, through holiday, sickness or diary commitments of other staff.
Staff in isolated locations:	E.g. the Village Hall and posting notices on the Parish Council notice boards.

The Parish Clerk will undertake all necessary risk assessments for lone workers and endeavour to eliminate, so far as reasonably practicable, risks or hazards in such operations. Where such hazards remain, efforts will be made to minimise the risks to lone workers by safe working systems.

The Parish Clerk should encourage lone working staff, so far as possible, that in addition to keeping a diary and calling in to the office on a regular basis, that they inform their own spouse / partner / family or friends of their movements or plans, so that relatives can contact Council Chairman should they fail to return when expected.

Lone workers should carry their mobile telephone. The telephone need not be Council supplied but the contact number should be made available to the Chairman.

The Parish Clerk and/or the Chairman of the Village Hall Management Committee is responsible for identifying general safety training needs of lone workers and to give guidance to lone workers to enable them to identify hazards and undertake safe working practices for their own well-being.

Lone workers should make themselves aware of all Council operational safety procedures and otherwise comply with all control and reporting requirements established for their own well-being and in compliance with this policy.

Lone workers should report any new or unrecorded hazards or risks to their manager at the first opportunity, to enable managers to assess and initiate appropriate safe working arrangements and amend risk assessment records as required.

Lone workers are required, as specified under the Health and Safety etc. Act 1974, to take all reasonable safety precautions when undertaking their work function and this requirement is especially important when operating alone.

The Council will operate appropriate management systems to ensure that staff regularly working on their own, are monitored and from time to time have a meeting with their manager or other staff, to ensure that they are able to function alone in a satisfactory manner. The Council will also ensure that the well-being of such lone workers is monitored, including their general health, since normal interactive processes may be otherwise limited.

Employees who operate in a lone worker capacity should inform their manager of any change in their personal circumstances, including health, which might have a bearing on their personal safe working arrangements.

The Parish Clerk will exchange health and safety procedural arrangements with any contractual workers and their employing organisation in compliance with the Management of Health and Safety at Work Regulations 1999 and other regulations as so required. Such exchanges of health and safety information are crucially important for lone worker operations.

LONE WORKING GUIDANCE

Guidelines for Early and Late Workers:

Any member of staff working outside normal working hours, particularly on their own, is at greater risk either from intruders or from personal accident when there is no help available. The best solution is to avoid such lone working, either by home-working or by planned activity involving two or more people.

If it is unavoidable, sensible precautions should be taken:

The employee should ensure that their spouse or partner or a friend knows that they are working early or late, at what time they expect to return and whom to contact if they do not. Staff should understand the availability of first aid, which will be limited in these cases, or other emergency arrangements and how to summon help if required.

Guidelines for Staff Working Alone during Office Hours:

If working alone during office hours then on no account should the front door be opened to anyone without first ascertaining, who the visitor is.

If allowing a visitor into the offices then in no circumstances should you say that you are alone in the office

Guidelines for Staff Making Site Visits

Always tell someone where you are going and what time you expect to return.

If you expect to meet someone then leave details of who you expect to meet, when and where at the office.

Carry a mobile phone.

In case of vehicle breakdown - Observe procedure in "travelling tips" below.

Training requirements

- a) Employees and others must be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Staff will be required to follow the safe working procedures and have

awareness of emergency procedures. All employees are required to co-operate with these efforts to ensure safe working and to report any concerns or training needs to the Council.

Travelling Tips

Going by car

- Keep your vehicle in good working order by regular servicing to reduce the risk of breakdowns. Join an emergency breakdown service.
- Carry a mobile phone remember that you must NOT use a mobile telephone whilst moving, even with hands free equipment.
- Know where you are going and how to get there. Plan your route in advance and carry with you any maps or instructions you need to find your destination.
- If you do get lost, only ask for directions at a well-lit public place; e.g. a petrol station.
- Travel by main roads and well-lit streets.
- Keep the car locked when you are driving and windows up, especially in areas where you might have to stop at junctions or traffic lights.
- Never leave valuable items on the passenger seat - handbags, for example. Visible valuables encourage snatch thieves. Lock valuables in the boot when you leave your car to go to the appointment.
- Lock your car whenever you leave it, even if you are just going into the service station to pay for petrol.
- When you park during the day, ask yourself what the area or car park will be like if you return to your car after dark.
- Always park your car in the direction of escape; this avoids the need to manoeuvre if you need to leave in a hurry.
- Do not stop for people who flag you down. If you think they need help, drive to a phone and call for help on their behalf.
- If you feel threatened by other drivers, drive to the nearest police station, ambulance station or fire station. Failing this, go to a well-lit and populated petrol station.
- If you are prevented from moving off keep the engine running, make sure the doors are locked and make as much noise as possible. Your car is fitted with a horn - use it.

Non - motorway breakdowns

- Turn on the hazard warning lights.
- Assess whether it is safer to stay in the car or get out.
- If you carry a warning triangle, put it 30 metres behind the car on the same side of the road as the car.

- If somebody appears, get back in the car, lock it and talk to them through a partly opened window, ask them to get the police.
- If you have to leave the car, make sure you know how to find it again.
- It is useful to have a torch and a warm coat in the car and remember to take your mobile phone with you and keep it in your hand.

Breakdowns on motorways

- Put the hazard warning lights on and pull on to the hard shoulder.
- If possible, coast until you reach the nearest telephone. These phones are located every 1000 metres, so you should never have to walk more than 500 metres to reach the nearest. Every 100 metres there are marker posts pointing to where the nearest phone lies.
- If you carry a warning triangle place it **at least** 100 metres behind your car - too close does not give other drivers enough warning.
- Simply lift the emergency phone, no money is needed; you will be connected to the police control room.
- When using the phone, face the traffic so you can see anyone approaching. If you are a lone woman, tell the control room.
- Tell the control room staff what is wrong and if you are a member of a breakdown organisation, have your card ready so you can tell them your registration number. If you cannot remember the car's registration number note it down too, before you walk to the phone.
- Back at your car, lock it and wait on the embankment. If an unmarked car stops, get back in your car and lock it. Only open the window a little if somebody wants to talk to you.

PARISH COUNCIL OFFICE

ELECTRICAL EQUIPMENT

- 1.1 All Electrical equipment shall be inspected in accordance with the 1989 Regulations.
- 1.2 Mains must not be overloaded.
- 1.3 Fuses must be fitted to suit current load of equipment being used e.g. desk lamp 3 amp fuse; 2 bar heater, kettle; 13 amp fuse. Fuses are available with rates of 3,5,7,10 and 13. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- 1.4 All mains should be switched off when not in use.
- 1.5 Leads from points to desks should not present a hazard by trailing across areas of access. Extension leads should not exceed ten feet in length.
- 1.6 Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

FURNITURE, FITTINGS AND EQUIPMENT

- 2.1 All heavy equipment and storage units should preferably be placed against the wall across several floor joists.
- 2.2 Heavy equipment and furniture must not be moved by individuals.
- 2.3 Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personal.
- 2.4 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 cabinets 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 and defective cabinets must not be used.
- 2.5 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

HEATING, LIGHTING AND VENTILATION

- 3.1 Temperature must reach a minimum of 16 degrees C after the first hour of working time and maintained between 16 and 20 degrees C throughout the working day.
- 3.2 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.

FIRE PRECAUTIONS

- 3.1 Exit corridors, landings and stair cases must be kept clear at all times.
- 3.2 Waste paper bins must be emptied each day.

DISPLAY SCREEN EQUIPMENT REGULATIONS

These Regulations deal with the Health and Safety requirements when working with Display Screen Equipment (DSE). They are intended to protect staff who habitually use DSE as a significant part of their work. They are concerned not only with the effect display screens may have on eyesight, but also the prevention of muscle and joint problems due to poor job and workplace design, and the physical and mental stress caused by prolonged continuous use.

This may mean, if the workstation assessment finds it necessary, the provision of new chairs, footstalls, document holders etc or the revision of work patterns and assurance that any new DSE equipment is suitable.

The Parish Clerk will need to make arrangements to:

1. Assess workstations to reduce risks to Health and Safety
2. Ensure that workstations meet minimum requirements
3. Plan work to ensure breaks or changes of activity occur during prolonged use
4. Arrange for eye tests if required by staff who qualify and if necessary provide corrective glasses needed specifically and solely for the use with DSE
5. Provide information and training for DSE users

All employees have a duty to:

1. Inform their employers of any medical condition that may affect, or be affected by their use of DSE
2. Ensure that workstations and DSE are suitably adjusted so as to minimise Health and Safety Risks.

LIFTING AND HANDLING

1. The 1992 Manual Handling Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More 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 the 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.

PERSONAL PROTECTIVE EQUIPMENT

The Management of Health and Safety at Work Regulations require employers to identify and assess the risk to Health and Safety present in the workplace, so enabling the most appropriate means of reducing those risks to an acceptable level to be determined. There is in effect a hierarchy of control measures and Personal Protective Equipment (PPE) should always be regarded as the 'last resort' to protect against risk: engineering controls and safe systems of work should always be considered first.

However, in some circumstances PPE will still be needed to control the risk adequately and these Regulations will then take effect.

The Parish Clerk will need to:

- a) Assess the need for PPE
- b) Select the most suitable PPE
- c) Provide, maintain and store PPE correctly, and replace as necessary
- d) Ensure that information, instruction and training is given
- e) Ensure that proper use and reporting of loss or defect of PPE

All Employees have a duty to:

- a) Ensure that they use, maintain and store PPE in accordance with any instructions or training with they have received
- b) Dress safely, wearing uniform and PPE items provided by North Mundham Parish Council
- c) Be aware that loose clothing, long hair and jewellery can be caught in machinery equipment or doors.
- d) Wear appropriate foot wear, high heeled, backless or loose fitting shoes can cause twisted ankles, falls or muscle strain. Not wearing shoes is particularly hazardous.
- e) Wear the appropriate clothing and shoes when different activities and locations demand different forms of dress. Wear the appropriate clothing and shoes when using machinery with moving parts, or when you will be required to use stairs frequently, driving or traversing uneven walking surfaces

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 hydrocarbon and other flammable solvents.
2. Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances.
3. Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillages must be cleaned up immediately while observing all precautions.
4. Consideration must be given to the possibility of hazardous by-products that may arise from reaction between various products, or from products exposed to heat for fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleansers (e.g. Harpic) or other acidic substances.
5. Step ladders which are used to gain access to heights must be in good condition and free from defects.
6. All electrical cleaning equipment must have been wired by a competent person. Any deterioration in electrical connections or wiring should be report immediately.
7. 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.
8. YOU SHOULD REPORT:
 - a. Structural faults which appear dangerous
 - b. Floor coverings etc. which cause a tripping hazard
 - c. Faulty gas, electrical fittings and equipment
 - d. All accidents, however small, should be reported

YOU SHOULD NOT:

- e. Attempt to repair gas, electric fittings or equipment, unless competent to do so.
- f. Attempt to move obviously heavy furniture alone.

YOU SHOULD:

- g. In the event of your having to stand on something to reach windows etc. do ensure the object on which you will stand is solid and reliable.
- h. Dispose of aerosol cans in the recommended way.
- i. Dispose of soiled materials in sealed bags.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

WHAT IS A SUBSTANCE HAZARDOUS TO HEALTH

Within your working environment there are numerous substances which fall into the category 'Hazardous to Health', e.g.

- Cleaning materials
- Solvents
- Fixatives
- Toner
- Tippex etc

These products will be labelled as dangerous in several ways, in line with the **Chemicals (Hazard Information and Packaging) Regulations 1999**, and are labelled as such by an orange square with a black symbol in it, with one of these words listed written underneath, i.e.

- Very toxic
- Toxic
- Harmful
- Irritant
- Corrosive

WHAT DOES COSHH REQUIRE?

- a. Assess the risk to health arising from work and what precautions are needed.
- b. Introduce appropriate measures to prevent or control risk
- c. Ensure that control measures are used and that equipment is properly maintained and procedures observed.
- d. Inform, instruct and train employees about the risks and the precautions to be taken.

ASSESSMENT

You need to know what the risk is and the extent of the risk, before deciding what, if anything, you need to do about it.

The assessment must be a systematic review:

- What substances are present and in what form?
- What harmful effects are possible?
- Where and how are the substances actually used?
- What harmful substances are given off as a by-product of use?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?

HAZARD DATA SHEETS

All relevant **information on substances used at work** must be obtained from suppliers.

This information, along with your **assessment** findings, should be formulated onto a **Hazard Data Sheet**, clearly showing the **safe system of use** and all the necessary **protective measures** to ensure **safe use of the substance**.

This data must be available to all employees likely to come into contact with the substance.

CHEMICALS

- a. The necessary protective clothing will be provided by the Council and should be worn by staff depending on the type of chemicals being handled. Regular monitoring of the use of equipment, personal protective clothing (PPE) will be undertaken by the Parish Clerk.
- b. An assessment of the chemicals used will be undertaken by the Council in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations. Employees will be provided with data sheets for the products used, by the Parish Clerk. Products should not be used unless a data sheet has been provided, but these will be updated as required.
- c. Chemicals should be stored in their original containers and not decanted into alternative containers, which may not be correctly labelled to correspond with the contents.
- d. Staff are required to take part in training programmes arranged by the Council and practice safe working habits by reading container labels, which will advise of the health risks and other hazards of using products and what precautions should be taken.
- e. Staff have a responsibility to comply with safety procedures, store equipment and tools correctly and use PPE as supplied by the Council.
- f. Staff are also required to immediately report any hazards and defects and to raise any questions regarding compliance with safety procedures to the Parish Clerk.
- g. The Parish Clerk will conduct regular checks that chemicals and equipment are correctly stored within the Council's premises.

FIRE SAFETY PRECAUTIONS - VILLAGE HALL

Fire in any building is a potential killer. It is important that you make yourself familiar with the fire precautions for the areas that you find yourself in while you are at work. On your first day at North Mundham Village Hall the Clerk, the Caretaker or Chairman of the Village Hall Management Committee should show you the fire precautions in the Village Hall. If you are not sure, ask.

The Village Hall has fire escapes clearly marked, and it is vital that you make yourself aware of the ones you may need to use. Be aware of alternative means of escape, in the event that the one you always use is blocked by fire or smoke. If you are responsible for visitors - ensure that the fire evacuation information is given out before the meeting commences.

Sounding the alarm

The alarm will be raised, normally by the continuous ringing of a loud bell. When you hear the alarm leave the building immediately. Do not go back to collect your belongings, you may well be going into a danger area. Await the instructions of a designated Fire Marshall or the Fire Brigade.

Discovering a fire

If you discover a fire you should **raise the alarm at once**. There is a manual bell in the corridor opposite the ladies toilets. To raise the alarm operate the bell. Summon the fire brigade once the alarm sounds. Close the door or window, if safe to do so and leave the building by the nearest safe route. Once outside, tell the person responsible where the fire you discovered is located.

Fire extinguishers

Suitable fire extinguishers are located in the Village Hall in both halls and the kitchen, in addition to a fire blanket. These are for use **only** by those trained in their safe use - differing extinguishers are used for differing types of fire, and in differing ways. Fire extinguishers are only to be used for small fires, for example a small fire in a waste bin. If you have not used a fire extinguisher before, the time to learn is **not** when there is a fire.

Even if you have been through fire extinguisher training, if you are in any doubt, sound the alarm to alert colleagues and **GET OUT**.

Good housekeeping

If you see or become aware of any blocked fire exits, potential sources of a fire or anything else which you think may compromise safety in the event of a fire it is your duty to report it, normally to the Chairman of North Mundham Village Hall Management Committee. If the situation is not resolved quickly, contact the Parish Clerk.

NOTICE TO CONTRACTORS

For North Mundham Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements.

1. Contractors will be provided with a copy of North Mundham Parish Council's Health and Safety Policy.
2. Contractors are required to provide evidence of their appropriate third party liability and employers' insurance certificates prior to the commencement of work. A limit of £10,000,000.00 is required, but in exceptional circumstance the absolute minimum required of £5,000,000.00 may be accepted.
3. As a contractor, you will supply North Mundham Parish Council with a written risk assessment.
4. As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
5. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises is safe and without risk to health, and is maintained to a standard that will not constitute an offence under the Act or any relevant statutory provisions.
6. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
7. The Council will retain the right to stop any operation, plant or equipment, or action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
8. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
9. The Council will be indemnified by you or your insurers in respect of any claims, costs or expense arising out of any incidents on Council premises involving you or your employees.
10. The Council may notify an inspector, appointed under the Authority of the Act, of any breach alleged or actual of the Regulations.
11. Contractors are required to report to the Parish Clerk any accidents or hazardous incidents.
12. Contractors should provide a copy of their Health and Safety Policy to North Mundham Parish Council prior to the start of major contract and construction work, which is likely to last over 30 days. A copy of their method statement as to how the work is to be conducted should also be provided.
13. A competent Planning Supervisor and Principal Contractor should be appointed for major construction and contract work. Adequate resources should be provided for Health and Safety requirements and Permits of Work should be provided by the contractor where hazardous work is to be undertaken.
14. A Health and Safety file should be obtained from the Planning Supervisor at the end of the contract, detailing the risks involved in future maintenance, repair and renovation and disposal of the structure.