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# Health and Safety Policy

### 1.      Purpose and Scope

This policy sets out the general principles and approach that Moulton Parish Council will follow in respect of Health and Safety legislation for premises and activities for which the Council is responsible.

It is the responsibility of all councillors' and employees of the council to be aware of the following policy statements on Health and Safety and of the organisational arrangements made to implement these policies.

### 2.      Legal Responsibility & Policy Support

The Health and Safety at Work Act (1974) (legislation.gov.uk)
The Management of Health and Safety at Work Regulations (1999) (legislation.gov.uk)
The Regulatory Reform (Fire Safety) Order 2005 (legislation.gov.uk)
The Health and Safety (First-Aid) Regulations 1981 (legislation.gov.uk)
The Manual Handling Operations Regulations 1992 (legislation.gov.uk)
Employment Rights Act 1996 (legislation.gov.uk)
The Manual Handling Operations Regulations 1992
The Control of Substances Hazardous to Health Regulations 2002 (legislation.gov.uk)
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (legislation.gov.uk)

### 3.      Policy Statement

3.1      Moulton Parish Council accepts its duty to provide and maintain safe and healthy working conditions for all its employees. It also accepts its duty of care to other persons such as volunteers and contractors who work on behalf of the council.

3.2      The parish council will take all reasonable steps to ensure that it complies with the law on health, safety and welfare and any relevant regulations, approved codes of practice and guidance. It will provide the resources to ensure the safety of its employees and others affected by its work.

3.3      The parish council will take all reasonable steps to ensure:

- That information, instruction, training, supervision, equipment, and facilities necessary to achieve a safe working environment for employees, members of the public, contractors and volunteers are provided.
- That its work, in all its forms, is done in ways so that members of the public are not put at risk.
- That arrangements are in place for the safe use, handling, storage and disposal of all substances and equipment that may endanger health or

welfare.

- That this policy is brought to the attention of all employees, members of the public, contractors, volunteers, and Councillors and is reviewed annually.
- That, when necessary, there is consultation and negotiation with employees on health, safety and welfare at work to ensure continuing improvement.

3.4.    The parish council is responsible for managing safety, based on the council's safety policy.

3.5.    The parish office shall keep copies of all risk assessments, method statements and health and safety documents, in labelled health and safety files.

3.6.    All Councillors, employees/contractors and volunteers have a duty to take reasonable care for their own health and safety and that of any persons who may be affected by their acts or omissions.

3.7.    Day to day matters of health and safety are dealt with by the Executive Officer acting on behalf of the council.

3.8    This policy aims to:

- Prevent accidents and cases of work-related ill health.
- Manage health and safety risks in our workplace.
- Provide clear instructions and information, and adequate training to ensure employees are competent to do their work.
- Consult with employees on matters relating to health and safety.
- Ensure the safe handling and use of substances.
- Maintain safe and Healthy working conditions.
- Implement emergency procedures, including evacuation in case of fire or other significant incident.
- Review and revise this policy regularly.

## 4.    Emergency Procedures

Moulton Parish Council makes sure escape routes are well signed and all staff are responsible for making sure they are always kept clear.

Also see the Emergency Plans.

## 5.    Fire

Moulton Parish Council conducts mandatory fire training for all staff and all buildings are fitted with fire alarms which are tested as legally required.

Fire extinguishers are situated in all buildings. Fire extinguishers and exits in Moulton Community Centre are located following places: Appendix G - MCC Fire Extinguisher Location Map.

Fire extinguishers and exits in Moulton Village Hall are located in the following places: Appendix H - MVH Fire Extinguishers Location Map.

A fire refuge point is sited at the top of the stairs in Moulton Community Centre

A fire action drill is undertaken every six months. Outcomes are recorded in the Fire Book located in the Community Centre Office.

### 6. First Aiders & Accident Books

Several Moulton Parish Council staff are trained First Aiders. If a first aider is required, please contact a member of staff.

First aid kits in Moulton Community Centre are located following places: Appendix I - MCC Emergency Kit Location Map.

The first aid kits in Moulton Village Hall are located in the following places: Appendix J - MVH First Aid Kit Location Map.

#### Accident Books

Whenever a first aid kits is utilised the accident book contained within must be completed. The accident report should be returned to the community centre office where the incident will be logged in the main accident folder. Contents of the first aid kits are checked monthly.

### 7. Manual Handling

The Manual Handling Operations Regulations 1992 applies to lifting, pushing, carrying and moving by hand or by bodily force. More work injuries are caused through 'handling goods' than any other single action.

The regulations require employers to:
- **Avoid** hazardous manual handling, so far as is reasonably practicable.
- **Assess** the risk of injury from any hazardous manual handling that cannot be avoided.
- **Reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Workers have duties too. They should:
- follow systems of work in place for their health and safety.
- use properly any equipment provided for their health and safety.
- cooperate with you on health and safety matters.
- inform you if things change or they identify hazardous handling activities.
- take care to make sure their activities do not put others at risk.

All staff undertake Manual Handling training as part of the Induction process.

### 8. Control of Substances Hazardous to Health (COSHH)

Moulton Parish Council completes a COSHH risk assessment each year to reduce hazards and control the risks.

The COSHH Risk Assessment contains further details.

### 9. RIDDOR

RIDDOR is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. By law it is required for employers, as well as people who are self-employed and people who are in control of a premises, to report specified incidents in the workplace. These can include a wide range of things such as dangerous occurrences (when a serious accident was luckily avoided) all the way to work related deaths.
Moulton Parish Council will report all accidents and incidents at work in the accident book and the Executive Officer will make RIDDOR reports.

Please see: How to make a RIDDOR report - RIDDOR - HSE

### 10.    Home Working

You're a home worker if you permanently work from your home or split your working time between the workplace and home.

#### What your employer must do:

Your employer has the same health and safety responsibilities for you whether you are working at home or in a workplace.

#### What you must do:

Like any worker, you must take care of your own health and safety and that of others who may be harmed by your actions while you are working.

You must cooperate with your employers and other workers to help everyone meet their duties under the law.

#### Stress and mental health

There are some things you can do to help prevent stress and look after your mental health when working from home.

- Stay in regular contact with your manager and colleagues.
- Talk to your manager about workloads and be open about how you're feeling.
- Take regular breaks during the day and use your annual leave.
- Set and stick to a routine – don't revisit your computer outside your regular hours.
- Check your employer's other policies, and how to get help if you need it.
- If you think your work is affecting your mental health or wellbeing, you could also contact your doctor.

#### Working on a computer

You should take simple steps to protect your health when working on a computer. Please watch Working with display screen equipment at home- MSD - HSE and practical tips on good posture here: Good posture when using display screen equipment - MSD - HSE. Also see our Display Screen Equipment Policy.

#### Your work environment

Wherever you work in your home, there are some things you can do to keep yourself healthy and safe:

- arrange equipment and furniture to avoid trailing leads and cables.
- check that your plugs, leads, wires and cables are in good condition.
- keep your work area tidy and free from obstructions that could cause slips or trips.
- check you have adequate lighting in your work area to avoid eyestrain.

### 11.    Lone Working & Building Security

Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, it is the duty of Moulton Parish Council to assess risks to lone workers/volunteers and take steps to avoid or control risk where necessary. Employees of the Council have responsibilities to take reasonable care of themselves and other people affected by their work, and to co-operate with their employers in meeting their legal obligations.

#### Lone working/lone workers

These are people who work by themselves without close or direct supervision:
- At a fixed base (office or other) – only one person working on the premises, working

separately from others, working outside of normal hours.
- Away from their fixed base – staff member who is required to travel along to and from a fixed base to another base or to attend meetings etc.

## Potential risks to lone workers
- Open access and unlocked doors – accessible to the public, contractors etc.
- Being taken ill whilst at work.
- Lack of training regarding health and safety procedures.
- Hazards in the workplace.
- Remote areas.
- Parking arrangements – poorly lit and isolated areas.

## Assessing the risk
**Before drawing up and recording the assessment of risk, it must be established:**
- Whether the work can be done by a lone worker.
- The arrangements that will be in place to ensure an individual is not exposed to unnecessary and unacceptable risk.

**When recording an assessment of risk, the following should be taken into the consideration:**
- Environment – location, security, access/egress.
- Context – nature of the task.
- History – have there been any accidents/incidents in the past.
- All available information should be taken into account and updated as and when necessary. If there is reason for doubt about the safety of a lone worker in a given situation, then consideration should be given for making other arrangements to complete the task.

## Building Security
**Safety guidelines**
- Familiarise the layout of the building, including fire exits and escape routes.
- Keep doors locked that allow direct access to the building/office you are working in.
- Do not open the door to unexpected visitors. In the case of contractors, ask for identification. If still unsure, check with the contractor's employer/head office.
- Have contact numbers at hand to be able to contract relevant persons immediately (should they fall ill; they suspect an intruder in the building).
- Park as near as they can to the building.
- A risk assessment to be put in place to assess the potential risks.
- Staff should inform the Executive Officer of their movements, including the time they estimate they will be away from their base and when they will return, along with relevant information regarding where and at what time, visits will be made and to whom. Leave details of venues, including contact numbers.
- Take a mobile phone with them when working away from a fixed base.
- Avoid meetings in isolated places. If this cannot be avoided, ask someone to accompany them or make sure they always notify someone when they arrive and leave.
- Take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts at work.
- Always maintain a line of communication on a regular basis with members of the council to identify and minimise risks.
- When appropriate, inform someone as to when they leave the fixed base to perform Council tasks and inform them when returning to a fixed base after relevant task completed.
- Always report an accident/incident that may occur.

- Employees are encouraged to walk away from situations where conflict may put them in danger and to report the incident as soon as possible.
- First aid boxes are available at all buildings where employees are based and there is an opportunity for staff to attend basic first aid training.
- When leaving a building and locking up for the night, check all rooms and toilets at the end of your shift to make sure no one is left on site.
- Building security controls such as locks and intruder alarms, must be engaged prior to vacating or when left unoccupied.
- Rooms which are used to store sensitive assets in the open, which includes personal data, must be subject to additional access control to prevent unauthorised access.
- Keys that are used to control access to premises or protect assets must be controlled at all times.
- All staff must adopt a clear desk and clear screen policy.  This will help to reduce the risk of compromise, loss, or theft of information.
- A clear desk policy means securing assets under lock and key when not in use.
- If a clear desk policy is not achievable because of limited storage space, then lockable storage is to be used for sensitive data as a priority.
- A clear screen policy means applying access controls such as:
  - screen locking ICT when not in use.
  - logging off from systems when not in use for an extended period of time.

## 12.    Risk Assessments

The Parish Council will carry out risk assessment of its activities as and when necessary and review these annually. We will set up and monitor policies and procedures to reduce any risks that are identified.

The Parish Council requires contractors to supply Risk Assessments, written Method Statements and Safe Systems of Work prior to starting any major works on behalf of the council.

## 13.    Related Polices

This policy applies to all employees of Moulton Parish Council and should be read in conjunction with our other policies and procedures. These policies have been written with the needs of the employee at the centre, and the Council recognises that employees who are happy and well at work will perform at their best. Please refer to additional workplace policies:

- Working from Home Policy
- Flexible Working Policy
- Managing Ill Health and Absence Reporting
- Dignity at Work Policy
- Code of Conduct
- Employee Mental Health & Wellbeing Policy
- Maternity, Paternity and Adoption Policy
- Equality, Diversity and Inclusion Policy
- Bereavement and Special Leave Policy
- Display Screen Users Policy

**This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.**

**Last Reviewed:        January 2024**
**Review Due:        January 2025**