

SHEDFIELD PARISH COUNCIL

(Incorporating the villages of Shedfield, Shirrell Heath and Waltham Chase)

HEALTH & SAFETY POLICY (Health & Safety at Work Act 1974)

1. Introduction

This document has been compiled to provide information and guidance to all employees on the Council's Health & Safety Policy and organisational arrangements for the implementation of that policy.

2. General statement of policy

- 2.1 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, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.
- 2.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement this policy are set out in this document.
- 2.3 The policy will be kept up-to-date and reviewed on an annual basis.

3. Responsibilities

- 3.1 Overall and final responsibility for ensuring the provision and implementation of Health & Safety policy is that of the Clerk to the Council.
- 3.2 The Assistant Clerk will be responsible in his/her absence.
- 3.3 All employees have the responsibility to cooperate in establishing safe systems of work to achieve a healthy and safe work place; to take reasonable care of themselves and others; to carry out working procedures within the guidelines of the Health & Safety policy; incorporating any regulations; approved codes of practice and other relevant legislations.
- 3.4 Whenever an employee notices a Health & Safety problem which they are not able to put right, they must straightaway inform the Clerk who will notify the Chair of the Parish Council.
- 3.5 All safety rules shall be observed and protective clothing and equipment worn or used when required.
- 3.6 All machinery and equipment shall be properly maintained and safe to use. A visual safety inspection of plant and equipment shall be carried out prior to using such equipment.
- 3.7 All employees shall make themselves familiar with Council's Health & Safety Policy and the location of first aid and fire-fighting equipment.

4. General arrangements

4.1 Accidents

First Aid box located at:

- Parish Council Office.

Accident Record Book located at:

- Parish Council Office.

Shedfield Parish Office, Upper Church Road, Shedfield, Southampton, Hampshire SO32 2JB

Telephone: 01329 830060 Mobile: 07918 623009

Email: clerk@shedfieldparishcouncil.org.uk

www.shedfieldparishcouncil.org.uk

Reviewed P & P 14 July 2021 adopted FC 9 August 2021

- 4.2 General fire safety
Fire extinguishers are serviced annually by Chubb.
Fire extinguishers are located at:
- Parish Council Office.
- 5. Advice and consultancy**
- 5.1 Local Health & Safety Inspections Office
Priestley House, Priestly Road, Basingstoke RG24 9NW
- 5.2 Local Doctors and Nurse
Wickham Surgery, Houghton Way, Wickham, Fareham PO17 5GU 01329 833121
Bishop's Waltham Surgery, Lower Ln, Bishops Waltham SO32 1GR 01489 892288
- 6. Training**
- 6.1 It shall be the duty of the Clerk to the Council to issue all members of staff with a copy of the Parish Council's Health & Safety Policy and to ensure that all staff receive adequate training as is applicable to their duties and responsibilities.
- 7. Contractors and visitors**
House rules for contractors and visitors
- 7.1 The risks identified within the premises at the Parish Office, The Pavilion, are very low therefore house rules (other than general common sense) are not required.
- 7.2 Where contractors and sub-contractors are engaged by the Parish Council they must undertake to maintain safe and effective control of working practices and comply with the Health & Safety at Work Act 1974.
- 8. Hazards**
- 8.1 COSHH Assessment sheets (includes data assessment forms and any associated data sheets) are kept in the following location:
- Parish Council Office.
- All members of staff have read and noted the assessments before use.
- 9. Housekeeping and premises**
- 9.1 Cleanliness. All premises shall be cleaned as necessary by members of staff.
- 9.2 Any other precautions in relation to hazards are general common sense, for example not leaving filing cabinet drawers open unattended or not littering the floor with paperwork.
- 9.3 Any other precautions in relation to hazards are general common sense, for example not leaving machinery running unattended or not littering floors with rubbish.
- 9.4 Pavilion safety. The building is fitted with an automatic fire detection system and a manual alarm system activated by breaking the glass switches situated throughout the building. There is a fire exit next to the changing rooms and exit doors from the main pavilion room and office.
- In case of emergency, break the nearest glass unit to activate the alarm and leave the building.
- In the event of hearing the alarm leave the building by the nearest exit. Assemble in the pavilion car park.
- Do not re-enter the building or attempt to fight any fire.
- 10. Electrical equipment**
- 10.1 All plugs and cables must be checked prior to use to ensure they are undamaged and all connections are properly made.
- 10.2 When using extension leads care must be taken to ensure that they are:
- Properly connected
 - Positioned in such a way that they will not cause a hazard, i.e. tripping

- 10.3 Portable equipment must always be positioned safely in relation to other equipment/materials.
- 10.4 A competent contractor will carry out a complete check of all installations and equipment annually.

11. Machinery

- 11.1 Manufacturers warnings/safety guidelines must be adhered to at all times.
- 11.2 If appropriate, safety equipment must be used and protective clothing worn.
- 11.3 If safety guards are fitted the machinery must never be used without these guards in place.
- 11.4 All machinery is serviced annually by a specialist contractor.
- 11.5 Where necessary, suitable protective clothing and equipment shall be used/worn. If no protection is available, it is the responsibility of the operator to highlight the issue to the Parish Clerk and the job is to be stopped until suitable equipment is provided.

12. Dangerous substances

- 12.1 All use of dangerous substances is covered within the COSHH regulations. All members of staff must be fully conversant with the hazards contained in the data sheets.
- 12.2 Where any chemical or other dangerous liquids, gas or solid substance is stored or used the manufacturers' instructions for storage and use shall be observed at all times and the appropriate protective clothing must be worn when dealing with such substances.
- 12.3 No operations using compressed air gas equipment are currently undertaken.
- 12.4 No "High Pressure" equipment utilising water is operated.

13. Accident reporting

If, despite our best efforts, an accident does occur, it must be reported as follows:

If an employee is sent home or taken off site the Clerk to the Council must be informed as soon as possible.

The accident must be reported in the Accident Book.

The employee is responsible for reporting the accident.

Current Post-holders:

Parish Council Chair	Mrs M Jones
Clerk	Mrs J Fox
Responsible Finance Officer	TBC
Planning & Projects Officer	Ms S Daniels
Cleaner	Contractor

Appendix A

Fire Safety

1. Introduction

1.1 Almost every fire can be prevented and most fires are caused by poor judgement, human error, ignorance or failure to follow instructions. That is why fire prevention is your job. Remember: Fire generates smoke, smoke contains toxic gas, toxic gas kills.

1.2 Prevent fires before they start:

- Follow instructions – perform your job as it should be done. Know and follow all required safety procedures. Do not cut corners.
- Inspect equipment – the equipment and machinery you use for work should be inspected regularly and thoroughly. All fire-fighting equipment should be readily accessible at all times.
- Work safely – be aware of your work area. Always keep it tidy. Know what materials around you could ignite accidentally. When required, wear protective clothing. Handle and store dangerous chemicals with extreme care and in accordance with the manufacturer's guidance.
- Use flammables carefully – handle them with extreme care. Use approved storage containers. Transport flammables carefully, avoid spills and drips, follow all accepted disposal procedures.

1.3 Be aware:

- Clear the rubbish, shavings and spills.
- Rubbish should be safely contained.
- Passageways and exits need to be clear.
- Tools and equipment should be clean and neat.
- Storage areas should be clean and tidy.
- Fire-fighting equipment should be stored correctly and easily seen.
- Ensure electrical equipment is protected and all electrical cupboards are clear of all other material.
- Protective clothing should be clean.
- Make sure that all unnecessary electrical equipment is switched off at the end of the working day and plugs are removed.
- Ensure that fire doors are not wedged open (if the door needs to be left open for the transfer of stores, make sure it is closed afterwards).

1.4 On discovering a fire:

- If you discover a fire operate the nearest fire alarm call point. If possible operate the nearest correct fire extinguisher, without putting yourself at risk and remember:
 - Never enter a smoke filled room.
 - Never open a door if the handle is warm or if smoke is coming from under the door.
 - Before attempting to fight a fire make sure you can get out of the room if things go wrong.

1.5 If you have to use a fire extinguisher remember:

Band Colour	Type	Use on fires including	Do not use on
Red	Water	Wood, cloth, paper rubbish, bags, rags, shavings, packing material	Oil fires or electrical fires
Cream	Foam	The above and fires involving oil, petrol, grease and paint	Electrical fires
Black	co2	The above and electrical equipment including computers	
Blue	Dry Powder	On the above but remember will stick to hot electrical items and cause damage and hot liquid spills	

Appendix B

Electricity

1. Introduction

- 1.1 Electricity is a silent helper but it can be dangerous if it is taken for granted. Failure to take necessary precautions can lead to accidents, injury or death.
- 1.2 You could be a victim if you are careless around electricity, use equipment improperly or use faulty equipment.

2. How electricity causes injury

- 2.1 Shock – which you get if you accidentally come into contact with live equipment. (You may get a shock if you are touching a damp surface and live electrical equipment at the same time).
- 2.2 It is the flow of an electrical current (amp) which causes injury. Example: .06 of an amp, just enough to light a normal Christmas tree light, may kill if it passes through the chest for a few seconds.
If you see any fault, alert the Clerk.

3. To protect yourself

- Check cable you are using to ensure that the insulation is not broken or damaged.
 - Don't install or repair sockets, plugs, tools, unless you are authorised.
 - Don't use faulty equipment.
 - Don't pull cables. Use the plug, keep them away from heat, oil and sharp edges.
 - Don't use makeshift wiring.
 - Don't mix electricity and water.
 - Don't make repairs yourself, unless you are qualified and competent
- Remember: ONLY AUTHORISED PERSONNEL CAN CARRY OUT ELECTRICAL REPAIRS**
- Don't overload sockets, use a gang plug. (A gang plug is a piece of electrical equipment designed to receive a series of three pin plugs, thus avoiding the use of adaptors).

4. Portable electric tools

- 4.1 Portable tools must only be operated on a 110 volt supply.
- 4.2 When using portable electric tools, follow these simple rules. If you do not understand the rules or you are uncertain about the safeness (e.g. soundness of plugs), do not use the tool.
 - Before using an electric tool, make sure that the casing and the cable is undamaged. If it is damaged, don't use the tool.
 - Make sure that all cables, plugs or connectors are sound.
 - Use tools only on the correct power supply as instructed on the makers label.
 - Make sure that the power cable is long enough to reach your working place without straining it.
 - Keep power cables off the floor. They may get damaged or trip someone.
 - Never stand on a damp or wet surface when using electrical equipment and keep the equipment clean and dry.
 - Portable electric tools should only be used for their designed purpose.
 - Never connect a portable electric tool to a lighting socket.
 - Never use worn, blunt or damaged bits, or other accessories.
 - Disconnect tools when not in use.
 - Electric power tools should be regularly inspected and maintained by a competent electrician.
 - Report all defects immediately to your supervisor.

Appendix C

Preventing back problems

1. Introduction

1.1 Your back is a complex system which includes:

- The Spine – 35 bones (vertebrae). The upper 24 are protected by discs that act as cushions.
- The Spinal Cord – a half inch thick 'cable' of nerves and 18" long, which controls all activities below the neck.
- Nerves – 30 odd pairs branching from the spinal cord, reading information from the brain and sending orders to muscles.
- Muscles – 400 producing motions in all directions, these are attached to the bone by tendons.

2. Common problems that affect the back

- Strain and fatigue – affects the spine, muscles and joints of the upper and lower back.
- Fractured vertebrae – may injure spinal cord, causing loss of motion and feeling below the injured area.
- Ruptured (slipped) disc – can oppress on the spinal nerve causing pain in lower back and hip.

3. Avoiding injury

3.1 Poor physical condition makes you prone to injury.

DO	AVOID
Improve your posture. Be conscious of the way you sit or stand.	Slouching. Poor posture can result in an excess forward curve of the lower back.
Take exercise. A lot of back pain is due to under exercise. Weak abdominal and back muscles cannot support the spine.	Overdoing exercise. Consult your doctor if in doubt.
Watch your weight. Eat a balanced and varied diet.	Over indulgence. Fats, sweets, salt, alcohol.

4. Lifting

4.1 A large number of back injuries result from improper lifting so follow these guidelines:

- Stand close – to the object. Have a firm footing, with feet spread on either side of the load.
- Squat close – straddle the load. Keep back straight, bend knees whenever possible.
- Grasp – object firmly. Be sure object won't slip.
- Lift with legs – slowly straighten them. When legs are straight bring back to vertical position.
- Holding the object close – to your body.
- Avoid twisting your body – if you must change direction, move your feet.

4.2 When lifting – use your head

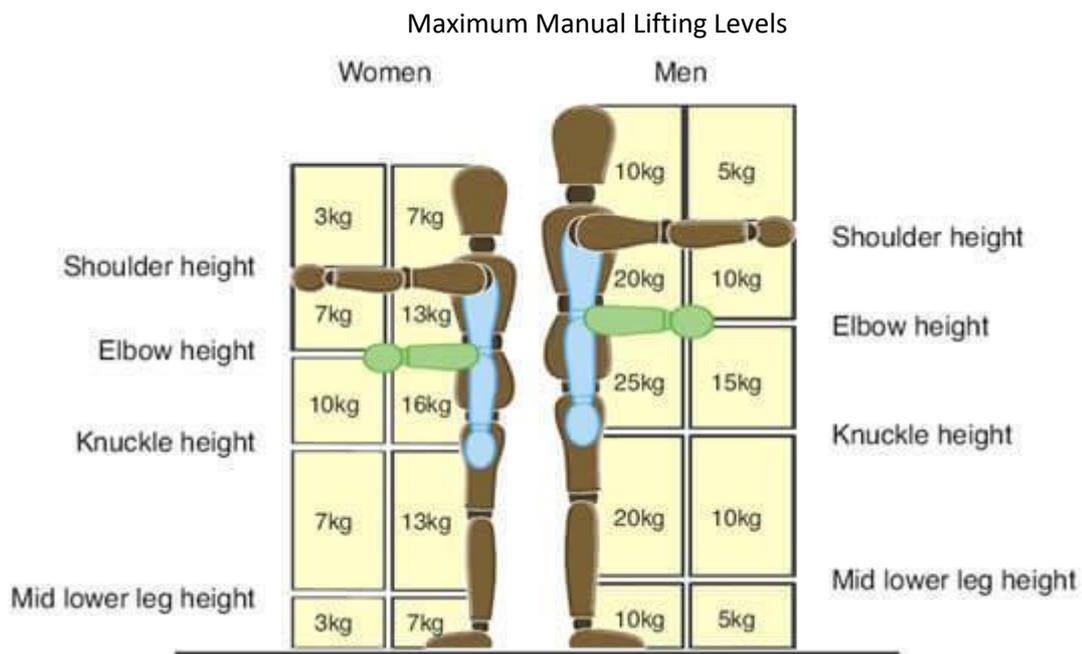
Think things through before you start:

- Examine object – for size, shape, weight. Decide where and how to hold. Check for grease, oil, sharp edges. Be careful of awkward shapes in difficult situations.
- Clear path – of obstructions, slipping hazards.
- Know – when and how you will put the object down.

- Get help – if you have any doubts about lifting objects.
- Overhead objects – try to avoid or minimise lifting above shoulder height. To lift overhead objects use a platform, never use a chair or box.
- Heavy objects – if the object is too heavy, large or hard to handle, use a mechanical aid.

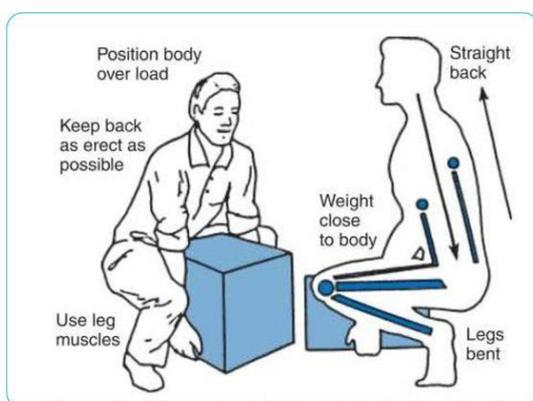
Your back lets you walk, sit, stand, lift, bend, work, play and sleep. Back problems can mean lots of pain, lost time, disability and they can affect anyone, men, women, desk workers, labourers, young and old.

Prevention is better than cure.



These guidelines are not weight limits. They assume you are working in good conditions. If this is not the case you may not be able to handle as much safely.

If you use your back to lift you will put a force on your back ten times greater than the load you are lifting.



Safe Lifting

- Clear a pathway
- Check weight
- Request help
- Keep your back straight
- Lift with your knees
- Keep objects close to your body
- Tighten your stomach
- Deliver carefully

Appendix D

Good housekeeping – trips, falls and bumps

1. Introduction

- 1.1 Good housekeeping is an essential part of Health & Safety practice and when carried out is an important aid to accident prevention.

2. Trips, falls and bumps

- 2.1 Trips and falls account for almost half of all accidents so a little care can prevent a lot of hardship.

Avoid:

- Obstructing walkways and doorways.
- Running yards of cables (protect necessary cable runs).
- Leaving drawers open.
- Standing on chairs to reach up.
- Cluttering work areas and depot yards.
- Overloading shelves.

Ensure:

- Storage areas are clear and tidy and the heaviest items are stored at the lowest levels.

3. Appropriate dress

- 3.1 Dress safely and be aware of the following hazards:

- Loose clothing, long hair and jewellery can get caught up in machinery, equipment or doors.
- High heeled, backless or loose fitting shoes can cause twisted ankles, falls or leg muscle strain.
- Going barefoot is particularly hazardous – wear shoes!

- 3.2 Different activities and locations demand different forms of dress. Wear the clothing and shoes that will safeguard you when faced with:

- Use of machinery with moving parts.
- Frequent use of stairs.
- Uneven walking surfaces.
- Driving.

- 3.3 Avoid walking across cattle grids, especially when there are alternative gates to use.

Appendix E

Chemicals

1. Introduction

- 1.1 Most of us during some time in our stay with the Council will come into contact with chemicals. These chemicals will range from cleaning substances to chemicals used in pest control.

2. Protective clothing

- 2.1 When using chemicals it will be necessary to use some form of protective clothing. The type and extent of protection will depend very much on the particular chemical being used.

3. The Council's duty

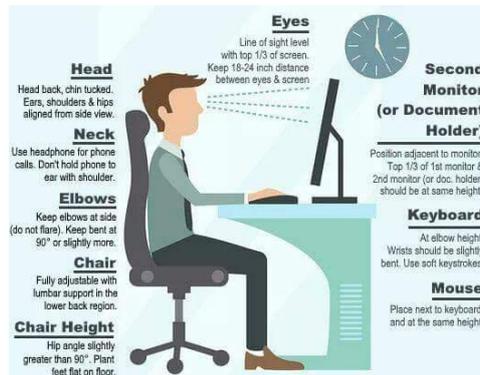
- 3.1 The Council is working to keep you safe and will address:
- Which substances are present?
Which substances are people exposed to every day?
Which ones are people exposed to only now and then?
 - How each substance is used?
What are the work practices?
How is each substance handled, stored, etc?
 - The risks to health
Could death, illness or injury result from long term or short term exposure?
 - The hazards of each substance
Could a substance be swallowed, inhaled or absorbed through the skin?
 - Who is exposed to hazardous substances?
Are employees, contractors, visitors or others at risk?
 - What information do you need
The Council must provide you with information about health risks, and training in the use of control measures and protective equipment.
- 3.2 This assessment is undertaken by the Clerk as required by the Control of Substances Hazardous to Health Regulations (COSHH).

4. Your duty

- 4.1 To help the Council to help you, you must:
- Take part in training programmes – when these are arranged.
 - Read container labels – labels tell you about the health risks and other hazards and what precautions to take.
 - Practice safe working habits.
 - Always follow safety procedures. If you have any questions, ask the Clerk.
 - Report any hazard or defects to the Clerk.
 - Use personnel protective equipment properly.
 - Store equipment and tools properly.

Appendix F

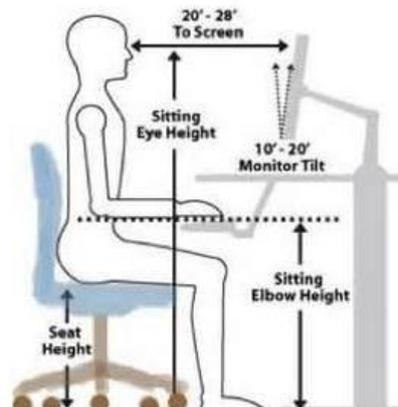
Display Screen Equipment



Recommended set-up for DSE workstations:

- Balanced head position (chin upright).
- Shoulders relaxed.
- Forearms horizontal.
- Adequate light.
- No glare or reflection from screen.
- Balanced wrist position.
- Screen that can tilt and swivel.
- Keyboard – detached flat.
- Chair with adjustable backrest (height, angle) and height (gas lift) and stable base. Feet flat on floor or footrest.
- Touch-typist is likely to want less wrist support.
- Extensive mouse work requires good forearm support and plenty of free space on the desk.

Seating and posture for typical office task



- Seat back adjustable.
- Good lumbar support.
- Seat height adjustable.
- No excess pressure on underside of thighs and backs of knees.
- Foot support if needed.
- Space for postural change, no obstacles under desk.
- Forearms approximately horizontal.
- Minimal extension, flexion or deviation of wrists.
- Screen height and angle should allow comfortable head position.
- Space in front of keyboard to support hands/wrists during pauses in typing.

Appendix G

Photocopiers and Printers

1. The Chemicals

- 1.1 Ozone – Ozone is a gas produced during the high voltage electrical discharge in photocopiers and laser printers. It is sweet smelling and highly toxic with a UK OEL of 0.1ppm. If you can smell ozone the levels are too high. Ozone breaks down in air quite quickly though this can be slowed by high humidity, temperature and some effects of office furnishings. Health effects are eye, nose, throat and lung irritation, dermatitis, headaches and nausea, premature ageing and potential reproductive dangers. When mixed with nitrogen oxide in certain proportions it can have an effect on the central nervous system.
- 1.2 Selenium and Cadmium Sulphide – some copiers are a drum impregnated with selenium or cadmium sulphide. The gas emitted from these materials, especially when hot, can cause throat irritation and sensitisation (i.e. adverse reaction to very tiny quantities of chemical) to exposed workers.
- 1.3 Nitrogen Oxide – may be produced when there is a spark in electrostatic photocopiers. Symptoms are similar to those produced by carbon monoxide. The OEL is 25ppm.
- 1.4 Carbon Monoxide – Carbon Monoxide is produced when toner (containing carbon black) is heated in an inadequate air supply. In poorly ventilated conditions the effects include headaches, drowsiness, faintness and increased pulse rate. Carbon Monoxide can cross the placenta and affect the unborn child.
- 1.5 Toners – Toners are generally a mixture of plastic resin and carbon black often with other additives. Carbon Black is classified as a nuisance dust (i.e. it is only mildly toxic in itself) but will contain impurities known to be carcinogens. Toners should be handled with care, protective gloves should be worn, and dust release minimised. Contact with the tongue, i.e. by touching copied papers with wetted finger can lead to small growths on the tongue. Other health effects may be irritated eyes, headache and itching skin.

2. Other Hazards

- 2.1 Ultraviolet light – photocopier lids should be kept closed when the machine is in use. Ultraviolet light can cause eye irritation and burns.
- 2.2 Noise levels – care should be taken in siting copiers with noisy collators as far from workers as possible.
- 2.3 Fire hazards – excessive dust in electrical equipment will cause sparking. Provision of carbon dioxide extinguishers near machines is essential.
- 2.4 Jam – even though most machines cut out when opened, they should be switched off before removing jammed paper. Avoid hot surfaces and wash hands immediately afterwards.

3. Laser Printers

- 3.1 Unlike photocopiers, these are often placed on desk tops beside the workers. However, they produce ozone like conventional copiers. Thus there must be regular checks on filters which may need to be replaced as often as once a month.

4. Action points

- 4.1 Be aware of possible health effects. Symptoms should be reported in the accident book and medical tests taken when serious symptoms occur.
- 4.2 Control – make sure copiers are regularly serviced and the filter replaced on a regular cycle. Servicing alone will only reduce the chemical contamination for as short a period as a month if use is heavy.
- 4.3 Siting and ventilation – ventilation is crucial! Ensure that the area which the machine is sited has a complete change of air every hour, that the exhaust vent is kept free of obstruction, and that no-one is situated next to the exhaust vent of the machine.
- 4.4 When maintaining the machine, adding toner, etc., follow the guidelines, such as wear gloves. Hands and face must be washed immediately afterwards.
- 4.5 Ensure that safety data sheets for all copier chemicals are obtained and all recommended precautions are taken.