HATFIELD BROAD OAK PARISH COUNCIL

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May 2021

HATFIELD BROAD OAK PARISH COUNCIL

Arrangements and Procedures

1. Training and Supervision

It will be the policy of Hatfield Broad Oak Parish Council ("the Council") that health and safety information relevant to the activities at hand is given to all employees and sub-contractors.

Ongoing training will be provided to ensure that employees at all levels are:

- competent to carry out their duties, to operate specialist tools, plant and work equipment; and
- aware of their health and safety responsibilities.

Decisions relating to ongoing training of employees will be reviewed on a regular basis. The person with day-to-day responsibility for Health and Safety will be responsible for identifying and implementing health and safety training needs. Records of the training will be kept on each employee's individual file.

Checks will be made to ensure that sub-contractors are competent to carry out the tasks allocated to them and that they have health and safety management systems in place appropriate to their work.

2. Risk Assessments

(Reg. 3 Management of Health and Safety at Work Regulations, 1999)

The Management Team will ensure that all hazardous work activities undergo a suitable and sufficient Risk Assessment. Upon the establishment of the level of risk, preventative measures will be introduced, maintained and revised as needed.

3. Workplace Safety and Welfare

(The Workplace (Health, Safety and Welfare) Regulations 1992; Construction (Design & Management) Regulations 2015)

The management will ensure that all workplaces meet the health, safety and welfare needs of all those who will use them, including contractors, and wherever appropriate, people with disabilities. Where works are to take place where members of the public have access, measures will be taken to ensure that they are not adversely affected.

4. Control of Substances Hazardous to Health

(COSHH 2002)

Where needed, Risk Assessments and all Material Safety Data Sheets of substances used will be kept at the Council' office. From the Risk Assessments the Management will instigate the principles of good practice for the control of exposure as detailed in Schedule 2A Regulation 7(7). No employee will introduce any substance without the specific consent of their Manager.

5. Asbestos

(Control of Asbestos at Work Regulations 2012)

In the event that any substance suspected to be, or containing, asbestos is found during the

course of the Council' works, all works in the area will cease immediately to avoid any exposure. Work will be suspended in that area until the substance has been identified and if appropriate made safe/removed by specialist contractors. No works will be carried out that may disturb suspect substances without a suitable Asbestos Survey having been done by a specialist contractor.

6. Manual Handling

(Manual Handling Operations Regulations, 1992)

The designated H&S person will assess all manual handling operations within the workplace, and where possible change the nature of any task or provide mechanical aids in order to reduce or lighten the manual handling of loads. They will ensure that adequate Risk Assessments are carried out to identify hazards associated with manual handling and ensure that where needed, lifting aids are provided.

7. First Aid

(Health and Safety (First Aid) Regulations, 1981)

The designated H&S person shall ensure that all employees have access to adequate First Aid provision at all times. The level of cover shall be determined by risk assessment.

8. Accident Reporting

(Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013)

All accidents and incidents will be recorded in an accident book and personal details kept secure to comply with Data Protection legislation. Any reportable accidents, incidents, or dangerous occurrences will be reported to the HSE.

9. Electricity

(Electricity at Work Regulations, 1989)

It is the policy of the Council that wherever possible, all hand tools will be battery powered or 110v. Where this is not possible a Residual Current Device (RCD) will be used.

10. Noise

(Control of Noise at Work Regulations, 2006)

The person in charge of a working area will ensure that noisy works do not cause a nuisance to others in the vicinity of their works area. They will always ensure that suitable ear protection is freely available to anyone who needs it.

11. Vibration

(Control of Vibration at Work Regulations 2005)

The designated H&S person will ensure that where the use of vibration causing hand tools cannot be reduced, suitable safeguarding procedures are brought in, including where appropriate, anti-vibration gloves.

12. Working at Heights

(Work at Heights Regulations 2005)

Where the Council activities involve 'work at height' the designated H&S person will assess the task beforehand and will consider the most suitable means of access. Suitable control measures such as exclusion zones will be put in place to ensure the safety of any others who will be in the vicinity.

13. General Work Equipment

(The Provision and Use of Work Equipment Regulations (PUWER) 1998) (Lifting Operations and Lifting Equipment Regulations (LOLER) 1998)

It will be the designated H&S person's responsibility to ensure:

- Suitable equipment is supplied for the tasks to be done (Reg. 4)
- That the equipment will be maintained in an efficient state, in efficient working order and in good repair (Reg. 5)
- That all equipment and plant shall be inspected as required by Regulation 6
- That those tasked with using the equipment are competent to use it. (Regs. 8 & 9)

14. Fire

(The Regulatory Reform (Fire Safety) Order 2005)

It will be the responsibility of the designated H&S person to ensure adequate fire extinguishers are available at all work locations. All fire extinguishers are to be checked annually by a specialist contractor.

15. Computer screens

(The Health and Safety (Display Screen Equipment) Regulations, 1992)

The designated H&S person will ensure suitable assessments are carried out for all persons who use display screen equipment. The assessments will consider the amount of time a person uses a VDU and the work done, the usability of their workstation and general working environment.

16. Personal Protective Equipment (PPE)

(The Personal Protective Equipment at Work Regulations (PPE) 1992)

The designated H&S person will ensure that all individuals have access to a sufficient supply of PPE when required.

These arrangements and procedures will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

Name: Terry Marsh

Position: Chairman

Date: May 2021

Signature: