



## Hordle Parish Council Health and Safety, Home & Lone Working Policy

Approved 15.10.24

### 1. General Statement of Policy

- a. The Council's policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- b. The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Council. Although risk assessment is a continuing process, it shall form part of the Council's annual review.

### 2. Responsibilities

- a. Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act 1974 and Regulations made under the Act and the Occupiers Liability Act is that of Hordle Parish Council. The Parish Council will consult with the Clerk on all matters relating to Health and Safety. The Clerk is responsible for this policy being carried out.
- b. The following are responsible for safety in particular areas:
  - The Clerk & Deputy Clerk – Home Office
  - The Clerk – Parish Office, Parish Council maintained land and Groundsman's van.
- c. All employees should not interfere with anything provided to safeguard their health and safety.
- d. Whenever the Clerk notices a health or safety issue, which they are not able to put right, they must advise the Chair.
- e. The Accident Record Book is kept in the Parish Office.
- f. Risk assessments and actions resulting from them are the responsibility of the Parish Council. Action required to remove or control risks will be approved by the Parish Council. The Clerk will be responsible for ensuring the action required is implemented. The Clerk will check that the implemented actions have removed or reduced the risks. Risk assessments will be reviewed annually, or when the work activity changes, or following an accident, whichever is soonest.
- g. COSHH (Control of Substances Hazardous to Health Regulations 2002) assessments are the responsibility of the Parish Council.
- h. The Clerk will be responsible for ensuring that all actions identified in the assessments are implemented. The Clerk will ensure that new substances can be used safely before they are purchased.
- i. COSHH Assessments will be reviewed annually or when work activity changes, whichever is soonest. A First Aid box is available at Parish Office and the general place where the Parish Council meets.

### 3. Specific Policies

Policies for particular premises and activities are attached as Appendices as follows:

1. Home & Lone Working
2. Lifting & Handling

### 3. Contractors

The Volunteer Agreement is a separate document covering volunteer arrangements including health & safety and risk assessments.

### 4. Reporting And Recording Accidents

- a. The Clerk shall ensure that all accidents are recorded in the accident book.
- b. Any resident's accident on open public spaces for which the Parish Council is responsible, shall be reported to the Clerk and recorded in the accident book.
- c. The Parish Clerk will ensure that the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with.

### 5. Information, Instruction and Supervision

- a. Health and Safety advice is available from the Clerk.
- b. The Parish Council is responsible to ensure that all employees are given relevant health and safety information. All employees will be issued with a copy of this document with their terms and conditions of employment.

### 6. Training

- a. The Parish Council has overall responsibility for training.
- b. Employees will be provided with specialist training relating to their duties.
- c. Training records are kept by the Clerk in staff records.
- d. Training will be identified and monitored by the Parish Council. The Clerk will arrange any necessary training.

### 7. Employment of Contractors

The notes to be given to contractors are attached at Annex 3.

### 8. Monitoring

- a. The Clerk is responsible for investigating any accidents and reporting them to the Parish Council.
- b. The Clerk is responsible for investigating work-related causes of sickness absences and reporting them to the Parish Council.
- c. The Parish Council is responsible for acting on investigation findings to prevent a recurrence and reviewing the relevant risk assessment(s).

## Appendix 1 - Home/ Lone Working

### 1. Heating, Lighting and Ventilation

- a. Temperature must reach a minimum of 16 degrees Celsius within one hour of the normal start of work time.
- b. 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.

### 2. Electrical Equipment

- a. Mains must not be overloaded. It is important that the correct socket outlet and plug is used for each item of electrical equipment.
- b. 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, typewriter: 3 amp fuse; 2-bar heater, kettle: 13 amp fuse.
- c. Only electrical equipment provided by the Council should be used in the office and electric points must not be overloaded by means of multi-adaptors.
- d. Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.
- e. Defective equipment must never be used. Employees should not attempt to effect repairs to electrical equipment, unless competent to do so.
- f. All equipment in the office and provided by the Council will be PAT tested annually.

### 3. Furniture, Fittings and Equipment

- a. Heavy equipment and furniture must not be moved by an individual.
- b. Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Damaged or defective cabinets must not be used.
- c. 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.

### 4. Personal Safety

- a. Staff should make arrangements to meet contractors or members of the public, at a suitable venue open to the public. If the meeting is arranged outside, staff may wish to ask for a Councillor or member of staff to accompany them. Staff should not make arrangements to meet contractors, residents, or representatives from local authorities etc. at their home.
- b. The stable door in the office to remain shut if staff are working there alone.
- c. Lone workers must carry their mobile phone at all times and a work plan should be agreed for staff working off site.
- d. Staff and volunteers should avoid confrontational situations with members of the public and remove themselves from a situation if necessary. All issues to be reported to the Clerk who will report to the police if required.
- e. Risk assessments of lone working practices and locations will be carried out and reviewed annually.

## Appendix 2 - Lifting and Handling

### Good Techniques for Manual Handling:

1. Keep feet apart, bending the knees and keeping the back as straight as possible.
2. Test the weight of the load before you lift it. If it is too heavy for you to lift then ask for help.
3. Keep the load as close to the body as possible.
4. Keep twisting of the torso to a minimum if turning to one side. Move your feet instead.
5. Lift or carry goods in small amounts where possible.
6. Wrap the load or use gloves if it has sharp edges.
7. Use a table or bench as a half-way resting point.

### **Appendix 3 - Notes for Contractors**

For Hordle Parish Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council property 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. 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 etc. Act 1974, and all relevant statutory provisions.
2. 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.
3. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council property are safe and without risk to health and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
4. The Council will retain the right to stop any operation, plant or equipment or the 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.
5. 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.
6. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council property involving you or your employees.