



HEALTH AND SAFETY POLICY

First Adopted by Full Council:	2017 Mar	Item	2016/165.3.1(c)
Last Approved Review Date:	2025 May	Item	3/6/25 – 25FGP31
Review Frequency	ANNUAL		
Next Review Date:	2026 Mar	Item	

1. GENERAL STATEMENT OF POLICY

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide information, instruction, training and supervision as they need for this purpose.
- 1.2 For the purposes of this Health & Safety Policy, Councillors and volunteers are deemed to be employees.
- 1.3 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.4 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 Finance & General Purposes Committee of the Council. Although risk assessment is a continuing process, it shall form part of the Committee's annual review.

2. RESPONSIBILITIES

- 2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations made under the Act and the Occupiers Liability Act is that of the Parish Council of Harlington. The Parish Clerk is responsible for this policy being carried out at all the Council's premises and the Deputy Parish Clerk will be responsible as his/her deputy.
- 2.2 All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.3 Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.
- 2.4 Consultation between management and employees is provided by immediate day-to-day discussion with the Parish Clerk.
- 2.5 The Accident Record Book is kept in the Parish Office.

3. FIRST AID

3.1 First Aid boxes are located as follows:

Box 1: The kitchen at the Parish Hall.

Box 2: The Parish Office

Defibrillator: externally on the left-hand side of the main (Middle Room) porch door

3.2 Appointed persons responsible for boxes are:

Box 1: The Deputy Parish Clerk

Box 2: The Parish Clerk

Defibrillator: All staff

4. FIRE SAFETY

4.1 Fire extinguishers, exit signs etc. shall be visually inspected and tested in accordance with the Fire Safety Maintenance Check list for the Parish Hall. Fire extinguishers shall be maintained annually.

4.2 Annual electrical certificates shall be obtained on all Council occupied premises.

4.3 Fire exits shall be kept free from obstructions.

4.4 Notices shall be displayed giving directions for the evacuation of buildings in the event of fire.

5. TRAINING

5.1 The Parish Clerk has overall responsibility for training.

6. SPECIFIC POLICIES

6.1 Policies for particular premises and activities are attached as Annexes as follows: -

A1. Offices.

A2. Grounds Maintenance.

A3. Caretaking and Cleaning.

A4. Lifting and Handling.

7. EMPLOYMENT OF CONTRACTORS

7.1 Contractors must provide their own Health & Safety Policy or agree to abide by the Council's.

9. REPORTING AND RECORDING ACCIDENTS

9.1 Accidents shall be reported to the Parish Clerk who will record them in the Accidents Record Book.

10. SMOKING

10.1 Smoking is not allowed in the Parish Office or the Parish Hall.

OFFICES

Annex 1

A1.1 HEATING, LIGHTING AND VENTILATION

- 1.1.1 Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained between 60.8 degrees F and 68 degrees F throughout the working day.
- 1.1.2 Free standing heaters must not be used unless specifically authorised by an Officer of the Council. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials and be sited away from desks and chairs.
- 1.1.3 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.

A1.2 ELECTRICAL EQUIPMENT

- 1.2.1 All electrical equipment shall be inspected in accordance with the 1989 Regulations.
- 1.2.2 Mains must not be overloaded.
- 1.2.3 Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use, and plug tops removed from sockets overnight and at weekends.
- 1.2.4 Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads must not form trip hazards and should be covered with trip guard.
- 1.2.5 Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

A1.3 FURNITURE, FITTINGS AND EQUIPMENT

- 1.3.1 Heavy equipment and furniture must not be moved by individuals.
- 1.3.2 Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- 1.3.3 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 cabinet 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 or defective cabinets must not be used.

- 1.3.4 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.

A1.4 FIRE PRECAUTIONS

- 1.4.1 All staff must be fully conversant with the "Fire Alert" system displayed in the offices.
- 1.4.2 Exits must be kept clear at all times.
- 1.4.3 Flammable materials must not be stored on Council premises.
- 1.4.4 Wastepaper bins must be of metal construction.

GROUND/HIGHWAY MAINTENANCE

Annex 2

- 2.1 Only contractors or authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
- 2.2 All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
- 2.3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
- 2.4 Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
- 2.5 Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery. Contractors and members of staff must ensure the safety of members of the public who may be present while maintenance is undertaking. Suitable signing, barricading, and coning should be used where appropriate.
- 2.6 Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can.
- 2.7 Fuel may only be stored in a safety can of a type approved and 5 litres or less only stored at the back of the Cemetery Hut.
- 2.8 The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
- 2.9 Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating machinery and using chemicals including herbicides and pesticides.
- 2.10 Hi Vis clothing must be worn when working on or adjacent to the highway
- 2.11 Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
- 2.12 Pathways on Council owned premises shall be inspected annually.

CARETAKING & CLEANING - Offices & Hall

Annex 3

A3.1 CLEANING MATERIALS

- 3.1.1 Use only materials and chemicals intended for normal domestic premises. Where specialised non-domestic chemicals or cleaning agents have to be employed ensure that the manufacturer's instructions for handling, use, and storage are complied with. Appropriate training may be necessary.
- 3.1.2 All such specialised materials must be accompanied by a Product Safety Data Sheet (some PSDS are included as part of the product labelling). Do not discard the PSDS.
- 3.1.3 All cleaning materials and chemicals must be kept in a locked cupboard (e.g., the cleaner's cupboard or Caretaker/Maintenance Person's cupboard) away from public access.
- 3.1.4 Harmful chemicals and liquid cleaning materials are to be kept in the manufacturer's original bottles and in no circumstances transferred to any other container unless it is suitably marked in accordance with COSHH regulations.

A3.2 ACCESS

- 3.2.1 Do not stand on chairs or tables to gain access to areas out of reach; use steps.
- 3.2.2 Where possible "long pole" cleaning techniques should be used in preference to ladders.
- 3.2.3 Steps or ladders should not be used by any person working alone. Move steps or ladders to reach a working area without stretching especially sideways.
- 3.2.4 When working alone, close and lock all outer doors. Do not work alone unless another person knows you intend to do so and for how long. Keep a mobile phone close by in case of emergency.

3.3 ELECTRICAL

- 3.3.1 The Parish Hall has a 3-phase electrical supply. Each room must be treated as a separate mains circuit. The Clerk's Office has its own separate mains circuit.
- 3.3.2 If any equipment, whether a single item or several separate items connected together, requires more than one power cable, these must not be plugged into electrical sockets in different rooms. Where multiple plugs are needed at any one time, use only the sockets available in one room.
- 3.3.3 If an RCD circuit breaker (RCD circuit protectors are located in the Mains Supply Cabinet in the East Room Porch) trips again after being reset, unplug all suspect equipment before attempting a further reset. Do not use suspect equipment. If the suspect item(s) are Parish Council property, label the item(s) "SUSPECT: DO NOT USE" and notify the Clerk at the earliest opportunity.

A4.1 STACKING CHAIRS AND TABLES

- 4.1.1 Stack chairs no more than 6 high. Higher stacks may present a topple hazard especially to small children.
- 4.1.2 East Room bentwood tables. Stack the bentwood tables from the left as per the instructions displayed (tilt and slide - no lifting above waist height is required). Stack taller tables (legs marked T) together; do not mix with smaller tables (legs marked S). Stack smaller tables together.
- 4.1.3 The bentwood tables only stack safely in one orientation. Ensure the leg marking S or T faces you when stacking from the left.
- 4.1.4 The bentwood tables are heavy; two people should stack whenever possible.
- 4.1.5 Do not attempt to lift any object weighing or likely to weigh more than can be comfortably lifted and in any case not more than 20kg. If in doubt ask a second person to help. If any object cannot be moved or lifted easily, it should not be lifted at all.
- 4.1.6 Cupboards, cabinets, and storage systems must be emptied before any attempt to move them and must not be moved without their doors and drawers etc being securely fastened.
- 4.1.7 Lifting and moving some heavy objects safely may require the hire of appropriately trained contractors.