



Boldre Parish Council

Health and Safety Policy

Version: 1.2

Adopted: 09/11/2015

For queries on this document, please contact the Clerk to the Parish.

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- 1. Boldre Parish Council aims to ensure, as far as reasonably practicable:-**
 - 1.1. the health, safety and welfare at work of all employees, voluntary workers and councillors;
 - 1.2. that equipment and systems of work are safe and without risk to health;
 - 1.3. that the use, handling, storage and transport of articles and substances is safe and without risk to health;
 - 1.4. that relevant information and instruction manuals are available for employees;
 - 1.5. that the place of work is maintained in a condition that is safe;
 - 1.6. that the working environment is without risk to health;
 - 1.7. that facilities available for public use are safe.

- 2. Organisation and Responsibilities:-**
 - 2.1. The Parish Clerk will act as Safety Officer and the amenities working party will oversee matters of health and safety.
 - 2.2. The Safety Officer's duties are:-
 - 2.2.1. to advise the Council on the application of the Health and Safety rules and regulations;
 - 2.2.2. to see, as far as reasonably practicable, that safe working practices are observed;
 - 2.2.3. to ensure all personnel are aware of their responsibilities;
 - 2.2.4. to monitor and to receive from personnel, information about new dangers so as to ensure appropriate measures are taken.
 - 2.3. The responsibility for Health and Safety is that of the Council.

- 3. All personnel have a duty to ensure that high standards of health and safety are achieved and maintained. The Health & Safety at Work Act 1974, requires employees:-**
 - 3.1. to take reasonable care for the health and safety of him/herself and other people who may be affected by his/her acts or omissions at work;
 - 3.2. to co-operate with the Council so far as is necessary to enable them to undertake their duties or requirements under the Act;
 - 3.3. to make proper and effective use of anything provided by the Council for the purposes of health, safety and welfare,
 - 3.4. to report to the Safety Officer anything they perceive to be a hazard.
 - 3.5. to read the policy document and risk assessments every year, signing to say they have done so.

- 4. It is the right of all employees to know the risks involved in any operation or process that they are concerned with, directly or indirectly and to be informed of all rules or other safeguards intended to ensure their health, safety and well-being whilst employed by the Council.**

- 5. Training needs will be undertaken should they become necessary but as a minimum, red book training must be undertaken by any personnel working on or near roads and play inspection training must be undertaken by any personnel who carry out playground checks.**



6. Personal protective equipment

- 6.1. Groundsmen will be provided with gloves, safety footwear, high visibility jackets and high visibility trousers. These must be worn when working on or near roads. Life jackets are for Shallows only.

7. Medical Facilities

- 7.1. A first aid box is held in the pavilion and is available to all staff and organisations using the recreation ground.
- 7.2. All accidents must be reported and recorded in the accident book accompanying the first aid box.
- 7.3. Any accident resulting in injury requiring treatment by a hospital or doctor must be reported to the Clerk or Chairman of the Council who will decide whether to notify the Health and Safety Executive. (There is a statutory duty to report accidents to the HSE when the person affected is off work for more than 3 days.)

8. General Safety Rules

- 8.1. Where particular processes, types of machine, materials or types of work require specific precautions, these are recorded in the risk assessment schedules of the Council

9. Fire and Chemical Hazards

- 9.1. Smoking is strictly forbidden on any Council premises or when undertaking work for the Council.
- 9.2. Flammable Liquids will only be carried from place to place in suitable clearly labelled and sealed containers.
- 9.3. Line marking powder and fluid will be only be handled with gloves and the equipment kept clean.

10. Machinery and Equipment

- 10.1. No personnel are permitted to use any Council equipment before they have received training
- 10.2. The guards provided on power-driven machinery must be correctly adjusted and used whenever the machinery is in motion. Any defect in either machinery or guards must be reported to the Safety Officer immediately and until the defect has been dealt with the machine in question must not be used.
- 10.3. Playground Equipment is inspected annually by an independent qualified play inspector It is checked weekly and quarterly by suitably qualified groundsmen and a copy of the check sheet is shown in Appendix 1. The completed check lists are held by the clerk
- 10.4. The grass rollers are heavy and must not be lifted.

11. Testing of Equipment

- 11.1. **Fire Extinguisher Servicing** will be carried out annually by an independent contractor. The latest certificate of inspection, listing the extinguishers will be held by the Clerk.
- 11.2. **Electrical system checking** of the pavilion will be carried out every five years



- 11.3. **The boiler at the pavilion** will be checked regularly according to amount of use.
- 11.4. **A risk assessment will be carried out for risk of Legionella** at the pavilion, by an independent contractor, and the groundsmen will maintain check lists which will be held by the clerk
- 11.5. The mower and strimmer will be serviced annually

12. Working on or near roads

- 12.1. This must only be carried out by trained personnel and they must not work alone (as advised by Hampshire Highways).
- 12.2. Safety signage may need to be employed as per guidance from red book training

13. External Contractors

- 13.1. Contractors carrying out work should carry out a risk assessment of the work they are undertaking. If they have fewer than 5 employees they are not required to record that assessment, but should be asked to confirm that they have thought about the risks of the job they are to do and have considered any measures that might reduce that risk. They must also sign a copy of 'Third party use of Council facilities' policy

14. Audit and Review

- 14.1. The Amenities working party will ensure that, if new working practices or new equipment are introduced, a risk assessment is carried out and any necessary precautions are identified. Those carrying out the work or using the equipment are to be briefed on the risks and the precautions to be observed.
- 14.2. The Amenities working party will review safety precautions after any accident.
- 14.3. Health and Safety arrangements will be reviewed annually. The Amenities working party will consider:
 - 14.3.1.1. the accident record;
 - 14.3.1.2. whether existing risk assessments are still valid;
 - 14.3.1.3. whether existing precautions are adequate;
 - 14.3.1.4. whether any new working practices or new equipment have been introduced which need to be covered by this policy.
- 14.4. If any changes are necessary this policy statement will be updated accordingly.
- 14.5. staff will be briefed every year on current health and safety matters. They must then read this policy statement and sign to say that they have done so.

15. The Law

- 15.1. Health and Safety (First Aid) Regulations) 1981
- 15.2. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995



CONFIRMATION BY STAFF

I confirm that I have read this document so far as it is relevant to my duties and that I will conform to the requirements of Council.

Signature.....Date.....



Appendix 1. Routine Play Area checklist

	Check	Comment	Action required
1	<u>Potential Hazards</u> Ensure hazards, such as broken glass, litter, debris from trees or fouling on the site have been removed		
2	<u>Fencing and Gates</u> Ensure that all fixings on fencing, gate & equipment are present and secure. Check all fencing & gate for sharp edges that may cause injury. Ensure that measures are in place to prevent climbing of fencing & gates, and to prevent access by dogs. Ensure gate is fitted so that there are no pinch points.		
3	<u>Waste Bins</u> Check that litter bins are emptied so that they do not represent a fire or vermin hazard		
4	<u>Signs</u> Ensure that signage is in place & gives clear message.		
5	<u>Safety surfacing</u> Ensure that safety tiles and edges are in good condition and do not represent a trip hazard. Ensure that the cells of safety matting are in good condition. Ensure that grass surfaces are in good condition, that surface remains well drained & areas of ground erosion/wear are repaired		
6	<u>Small and Large Swings</u> Check all chains for sign of wear, damage or exposed metal. Chains should be free of twists, with shackle pins & links fitted correctly. Replace chains if wear exceeds 40% Check all equipment remains at correct height. Ground clearance for swing seats at should be between 350 & 635 mm.		
7	<u>Sea Lion & Sea Horse Rockers</u> Check that there is no excessive lateral movement & that they move freely. Check that the shroud or skirting (if fitted) is undamaged & there are no pinch or crush points		
8	<u>Slide</u> Check ladder for movement, sides for wear and paint condition.		
9	<u>Climbing Frame</u> Check that all supports, climbing bars and take-off & landing ramps are present and secure. Check for worn or chipped paintwork,		



10	<u>Carousel</u> Check that there is no excessive lateral movement & that roundabout moves freely. Underside of roundabout should clear ground by between 60 & 110mm		
11	<u>Kick Wall</u> Check wall bricks/blocks and mortar, check paint.		
12	<u>Birds Nest Swing</u> – Check bolts and shackles especially at swing frame and joints Check structure of seat, chains and sleeves		
13	<u>Pendulum Seat Combination</u> – Check shackles, ropes and handles. Ensure that rotation is smooth in both directions		
14	<u>Pavilion Showers & Taps</u> Run and flush each shower three times Run and flush each tap for 30 seconds		

NB 1. This form once completed will be retained by the Parish Clerk.

2. Any required remedial action must be attended to and/or reported to the Parish Council Amenities Group Chairman.

3. Equipment should be taken out of action until any fault, which requires attention, is rectified.

Form completed by:

Position:

Date:

Change History

Version	Date	Author	Change Summary
1.0	08/05/10	Parish Clerk	Initial Version
1.1	07/11/15	Oliver Moore	Updated to new template
1.2	29/8/16	Peter Lock	Parish address & revised Play Area checklist
1.3	12/12/16	Peter Lock	Revised Play Area checklist

Review Log

Version	Date	Reviewer	Comments
1.1	07/11/15	Oliver Moore	No comments