



Boldre Parish Council

Health and Safety Policy

Version: 1.4.2

Adopted: 13 January 2020

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

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1. Boldre Parish Council's policy is 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 Highways and Amenities Sub-group 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;
 - 2.2.5. to provide all personnel with a current copy of the Health & Safety Executive's (HSE) Health and Safety Law leaflet (see Appendix 3);
 - 2.2.6. to ensure appropriate insurance is in place in case an employee becomes injured at work or ill through work.
- 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 addressed as necessary but as a minimum, “Safety at Street Works and Road Works – A Code of Practice (October 2013)” 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 are required to wear suitable safety wear such as gloves, safety footwear, high visibility jackets and high visibility trousers. These must be worn when working on or near roads. Life jackets should be used when in close proximity to open water. These items will be provided by the Council as required. Groundsmen may be provided with a mobile phone but can choose to use his own.

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 Safety Officer 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 appropriate instruction.
 - 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 Safety Officer who will advise the Highways and Amenities Sub-group in the event of any areas for concern.



11. Testing of Equipment

- 11.1. **Fire Extinguisher Servicing** will be carried out annually by an independent, qualified contractor. The latest certificate of inspection, listing the extinguishers will be held by the Safety Officer.
- 11.2. **Electrical system checking** of the pavilion will be carried out every five years.
- 11.3. **The hot water system at the pavilion** will be checked regularly according to amount of use and in accordance with the manufacturer's recommendation.
- 11.4. **A microbiological analysis of the quality of water supplied within the pavilion** will be carried out by an independent, qualified contractor every six months and held by the Safety Officer for compliance purposes. In addition, procedures to eliminate risks will be followed as recommended by the contractor. The groundsman will maintain check lists which will be monitored by and held by the Safety Officer for compliance purposes (see Appendix 2). The Safety Officer will advise the Highways and Amenities Sub-group in the event of any areas for concern.
- 11.5. **The mower and strimmer** will be serviced annually in accordance with manufacturers' instructions

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 "Safety at Street Works and Road Works – A Code of Practice (October 2013)" training.

13. External Contractors

- 13.1. Contractors are responsible for carrying 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 and confirm in writing that they have employers' liability insurance in place.
- 13.2. The Council will provide a diary which contractors are expected to sign when entering and leaving the pavilion.

14. Workplace Facilities

- 14.1 Toilets, wash basins, drinking water and premises to rest and eat meals are provided in the pavilion.

15. Lone Working

- 15.1 The Council will follow the Health & Safety Executive's guidance on Lone Working.

16. Audit and Review

- 16.1. The Highways and Amenities Sub-group will ensure that, if new working practices, new equipment and/or new legislation are introduced, a risk assessment is carried out and any necessary precautions are identified and reported to the Council. Those carrying out the work or using the equipment are to be briefed on the risks and the precautions to be observed.



- 16.2. The Highways and Amenities Sub-group will review safety precautions after any accident and brief the Council accordingly.
- 16.3. Health and Safety arrangements will be reviewed annually. The Highways and Amenities Sub-group will consider:
 - 16.3.1.1. the accident record;
 - 16.3.1.2. whether existing risk assessments are still valid;
 - 16.3.1.3. whether existing precautions are adequate;
 - 16.3.1.4. whether any new working practices or new equipment have been introduced which need to be covered by this policy.
- 16.4. The Highways and Amenities Sub-group will advise the Council if any changes are necessary and this policy statement will be updated accordingly and adopted by the Council.
- 16.5. 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.

17. The Law

- 17.1. Health and Safety (First Aid) Regulations) 1981
- 17.2. 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.....



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
1.4	03/12/19	Tina Carroll	Revised policy in accordance with HSE website recommendations. Revised Play Area Checklist. Addition of Appendix 3.
1.4.1	10/1/20	Peter Lock	Appendix 2 (Water checks) revised
1.4.2	25/3/20	Peter Lock	Minor grammatical changes made prior to upload to of pdf version website

Review Log

Version	Date	Reviewer	Comments
1.1	07/11/15	Oliver Moore	No comments
1.4	09/12/19	Parish Council	
1.4.1	13/1/20	Parish Council	Approval of this version



Appendix 1: Routine Play Area Checklist

	Check	Comment	Action required
1	<p><u>Potential Hazards</u></p> <p>Ensure hazards, such as broken glass, litter, debris from trees or fouling on the site have been removed.</p>		
2	<p><u>Fencing and Gates</u></p> <p>Ensure that all fixings on fencing, gate & equipment are present and secure. Check all fencing & gate for sharp edges that may cause injury.</p> <p>Ensure that measures are in place to prevent climbing of fencing & gates, and to prevent access by dogs. Ensure gates fitted so that there are no pinch points.</p>		
3	<p><u>Waste Bins</u></p> <p>Check that litter bins are emptied so that they do not represent a fire or vermin hazard.</p>		
4	<p><u>Signs</u></p> <p>Ensure that signage is in place & gives clear message.</p>		
5	<p><u>Safety surfacing</u></p> <p>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.</p>		



6	<p><u>Small and Large Swings</u></p> <p>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.</p>		
7	<p><u>Lion & Sea Lion Rockers</u></p> <p>Check that there is no excessive lateral movement & that they move freely.</p> <p>Check that the shroud or skirting (if fitted) is undamaged & there are no pinch or crush points</p>		
8	<p><u>Surf Slide</u></p> <p>Check ladder for movement, sides for wear and paint condition. Check timber sections.</p>		
9	<p><u>Climbing Frame</u></p> <p>Check that all supports, climbing bars and take-off & landing ramps are present and secure. Check for worn or chipped paintwork.</p>		
10	<p><u>Carousel</u></p> <p>Check that there is no excessive lateral movement & that roundabout moves freely.</p> <p>Underside of roundabout should clear ground by between 60 & 110mm.</p>		
11	<p><u>Kick Wall</u></p>		



	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. Treat wood with preservative once per year.		
13	<u>Pendulum Seat Combination</u> – Check shackles, ropes and handles. Ensure that rotation is smooth in both directions. Treat wood with preservative once per year.		

- NB 1. This form once completed will be retained by the Safety Officer.
2. Any required remedial action must be attended to and/or reported to the Parish Council Highways and Amenities Sub-group.
 3. Equipment should be taken out of action until any fault, which requires attention, is rectified.

Form completed by:

Position:

Date:

Appendix 2: Pavilion Water Services Checklist

Task	Date	Sign
Weekly - Run and flush each shower and tap three times for 30 seconds		
Weekly - as above		
<p style="text-align: center;">Monthly</p> <p>Turn on calorifier in the morning. Return over 4 hours later and record:</p> <p style="text-align: center;"><u>Reception</u></p> <p>Hot tap temperature after running for 2 minutes: degrees C</p> <p>Cold tap temperature after running for 2 minutes: degrees C</p> <p style="text-align: center;"><u>Heater Cupboard & Showers</u></p> <p>Hot temperature from pipe thermometer on calorifier: degrees C</p> <p style="text-align: center;">Hot temperature using probe on pipe: degrees C</p> <p>Showers temperature: East degrees C West degrees C</p>		
<p style="text-align: center;">Quarterly</p> <p>Early November, February, May and August remove shower heads and soak overnight in descaler (e.g. Viacom) or vinegar.</p> <p>Rinse and replace next morning.</p>		
<u>Notes</u>		

1. This form once completed to be returned to the Parish Clerk.
2. Any required remedial action must be attended to and/or reported to the Parish Clerk.



Appendix 3: Health and Safety Law Leaflet

Health and Safety Law

What you need to know

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping you getting hurt at work or ill through work. Your employer is responsible for health and safety, but you must help.

What employers must do for you

- 1 Decide what could harm you in your job and the precautions to stop it. This is part of risk assessment.
- 2 In a way you can understand, explain how risks will be controlled and tell you who is responsible for this.
- 3 Consult and work with you and your health and safety representatives in protecting everyone from harm in the workplace.
- 4 Free of charge, give you the health and safety training you need to do your job.
- 5 Free of charge, provide you with any equipment and protective clothing you need, and ensure it is properly looked after.
- 6 Provide toilets, washing facilities and drinking water.
- 7 Provide adequate first-aid facilities.
- 8 Report major injuries and fatalities at work to our Incident Contact Centre on **0345 300 9923**. Report other injuries, diseases and dangerous incidents online at **www.hse.gov.uk**.
- 9 Have insurance that covers you in case you get hurt at work or ill through work. Display a hard copy or electronic copy of the current insurance certificate where you can easily read it.
- 10 Work with any other employers or contractors sharing the workplace or providing employees (such as agency workers), so that everyone's health and safety is protected.

What you must do

- 1 Follow the training you have received when using any work items your employer has given you.
- 2 Take reasonable care of your own and other people's health and safety.
- 3 Co-operate with your employer on health and safety.
- 4 Tell someone (your employer, supervisor, or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

If there's a problem

- 1 If you are worried about health and safety in your workplace, talk to your employer, supervisor, or health and safety representative.
- 2 You can also look at our website for general information about health and safety at work.
- 3 If, after talking with your employer, you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via HSE's website: www.hse.gov.uk.

Fire safety

You can get advice on fire safety from the Fire and Rescue Services or your workplace fire officer.

Employment rights

Find out more about your employment rights at www.gov.uk.

Further information

This leaflet is available at www.hse.gov.uk/pubns/books/lawleaflet.htm. The information in this leaflet is available in a number of formats.

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