

Luddington and Haldenby Parish Council Health and Safety Policy and Procedures

Name of Organisation	LUDDINGTON AND HALDENBY PARISH COUNCIL
Address and phone number	clerk@luddingtonandhaldenbypc.org
Date Policy Agreed	12th May 2025
Date of Next Review annual	May 2027
Signature	R. Adams, Chair Minute Ref: 2505/09
Name of Designated Person	Clerk
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Emergency Support	999

Health and Safety General Statement of Policy

LUDDINGTON AND HALDENBY PARISH COUNCIL understand and accept their responsibilities under the Health and Safety at work Act 1974 in the matter of safety for its employees, volunteers, contractors, and members of the public. It takes the matter of Safety seriously and commits to provide a safe working environment and systems of work. For the purposes of insurance and policy worker can be a volunteer or staff member.

We do this by

- Ensuring the work environment is safe, controlling the emissions of noise, air and water pollutants and controlling the discharge of waste and toxins
- Providing safe equipment, materials and systems of work and a safe working environment.
- Developing policies and procedure in consultation with staff and volunteers and reviewing its risks and activities at regular intervals with them regarding safe handling use and storage of substances which may be harmful to health.
- Providing adequate and regular inspection of premises and equipment
- Providing any necessary PPE
- Providing training and information on the safe use of equipment and substances and ensure that only those qualified to do so will operate such.
- Prepare and retain appropriate records of use and assessment of risk
- Any accidents or near misses will be reported to the Designated person for Health and Safety
- Any deliberate breaches of Health and Safety will be investigated and could lead to disciplinary action

Accidents and Incidents – explained

A Near Miss is an unplanned event that does not cause injury but could have done so.

An accident is an unplanned event that causes injury to persons, damage, or property or both.

All accidents will be recorded in the Accident Book and reviewed regularly by the Designated Person and actions taken to address the incident and review of working systems to ensure that it does not re-occur.

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RIDDOR

The reporting of injuries, disease and dangerous occurrence is governed by 2013 RIDDOR regulations and must be reported to the Health and Safety Executive as soon as possible and within 15 days as prescribed by law. Those listed below must be reported by phone in the first instance and within 10 days have a completed online form with the HSE

- Any death as a result of an accident at work
- Any person at work who suffers a **specified** injury as a result of an accident in connection to work
- Any person taken to hospital as a result of an accident at work for treatment
- Any worker diagnosed with an occupational disease

Specified injuries are

1. Fracture other than fingers, thumb, or toes.
2. Amputation.
3. Injury leading to site loss permanent or temporary.
4. A crush injury to the head or torso.
5. Serious burns including scalding which cover more than 10% of the body or cause significant damage to eyes, respiratory or vital organs.
6. Any scalping requiring hospital treatment.
7. Loss of consciousness caused by head injury or asphyxia.
8. Any injury leads to hypothermia or heat induced illness or resuscitation or admittance to hospital for more than 24 hours.

Occupational Injuries are listed as

- Sever Cramp hand or forearm
- Occupational Asthma
- Hand – arm vibration syndrome
- Carpal Tunnel
- Occupational dermatitis
- Occupational cancer
- Disease as a result of exposure to a biological agent
- Tendonitis or tenosynovitis of the hand or forearm

Reporting The incident

Any employee or volunteer must report to the designated person and complete the accident register entry in the book

Injuries to children whilst playing – are to be reported when equipment is defective or sustained whilst under the supervision of a paid supervisor, parent, or carer.

Minor falls whilst children are playing need not be reported unless there is a serious specified injury

Prevention

To prevent re-occurrence there must be an investigation which requires consideration of nature of the incident and the injury sustained. The committee requires a report from the designated Safety Person and the completion of records and systems reviewed. If there are any supporting photographs, they should be sent to the Committee with a copy of the accident record report

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CDM Construction Design and Management

Under the CDM 2015 regulations LUDDINGTON AND HALDENBY PARISH COUNCIL will become the "Client"

On occasions where contractors are employed LUDDINGTON AND HALDENBY PARISH COUNCIL will ensure that their H & S procedures are explained and advise of any hazards on site

We will ensure that we order supplies and work from competent experienced sources that hold their own health and safety policies and practices. We will ask for a risk assessment to ensure that they have understood any hazards on site

If they are dealing with hazardous waste LUDDINGTON AND HALDENBY PARISH COUNCIL will ask for evidence that they have a suitable license

LUDDINGTON AND HALDENBY PARISH COUNCIL will ensure that the contractors hold an appropriate level of insurance for public liability

Some small self-employed workers may be used for minor non-hazardous work, and we appreciate that they may not have all of the information required and we will make an informed judgement in those instances as to whether they should or should not be employed

Asbestos

Any premises built prior to 2000 are to be checked for the presence of asbestos. It is a hazardous airborne fibre material and people are not affected by it unless they disturb it and persons should consult with the Designated Safety Officer before carrying out work that might disturb asbestos in a building containing it. In such as case than an appropriately trained person will be required to safely remove it in accordance with the guidance issued by The Health and Safety Executive. This person must hold a license to remove asbestos issues by the HSE. A copy of this license must be obtained and displayed on site. There must be an application made at least 28 days to the HSE before attempting removal of asbestos

Any premises known to have asbestos within them that are not likely to be disturbed should have regular monitoring to ensure that the materials used are still intact and not deteriorating which could cause fibrous injection of air pollutants

COSHH (Control of substances hazardous to health)

From time-to-time substances that could be hazardous to health may need to be used. The following practice es are to be observed

- The maintenance of a record file containing the details of the products and their Hazard Data Sheets from the manufacturer or supplier
- A risk assessment should be undertaken and completed to advise how to safely use these chemicals and any PPE Protective Personal Equipment that might need to be worn
- A record of training for those persons who are likely to be using hazardous chemical products

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Electrical Equipment the Electricity at work regulations 1998 and the current edition of wiring regulations

Fixed electrics will only be installed, inspected, and repaired by a suitably qualified electrician. Installations will be inspected every 5 years to ensure that they are still safe for use and the responsibility for this lies with LUDDINGTON AND HALDENBY PARISH COUNCIL.

Portable Electrical Equipment

LUDDINGTON AND HALDENBY PARISH COUNCIL will maintain a register of equipment and ensure that it has been tested and bears a sticker on it dating the inspection and the initials of the inspector. Requirement of testing varies between 3 months and 3 years depending on the risk. Some may be just a visual inspection to ensure that they are no exposed wires or connection. This is to be carried out by a suitably qualified person.

Fire

The Designated person shall act as Fire Marshall and ensure that all firefighting equipment is up to date and regularly inspected by a competent person. All Fire doors, exits and passageways are left free and clear and fully operational. All persons are aware of the building fire exits and they are appropriately signed. Fire alarms and bells will be regularly checked, and Fire prevention and Fire Fighting practices will be part of the induction process for staff and volunteers. The preservation of life must always come first, and Fire should only be tackled if it is safe to do so. In the absence for the Designated Person and person will be appointed to carry out their duties at the beginning of the operational day. In all cases Leave the building calmly and dial 999.

All buildings will contain clear maps and signage for fire exits and Muster Points.

Fire drills will be conducted regularly to ensure that people know the exits and the Muster Points which will be clearly marked onsite. A record will be kept of fire drills and the evacuation time and checked against the register of personnel on site via the signing in book.

Safe Systems of Work

The Designated Safety Officer will conduct risk assessments and work with suppliers, employees, staff, and volunteers to create safe working practices.

These practices must be followed and strictly adhered to for the safety of all. Record of Health and Safety will be kept and are not to be destroyed after a period time.

Those not following agreed safe systems will be referred to their manager for further action.

To assess risk the following 7 steps, need to be taken and will include consideration of the task, the load, the competence of the person and the requirement of PPE.

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1. Identify the hazard
2. Assess the risk
3. Eliminate, prevent, or control the risk
4. Maintain and monitor those controls
5. Monitor health of workforce
6. Ensure assessments and controls are updated
7. Inform and train workforce

Lone Working

We recognise that from time-to-time people may need to work alone and at such times the individual will inform his/her manager that they are working alone and for what period they expect it to be. Regular checks to ensure they are safe and well by phone will be carried out.

Information and Training

All necessary training will be provided, or experience evidenced in the recruitment process for new staff, volunteers and members who are carrying out work duties. Information on matters of health and safety will be available, clear, and easily accessible. Persons are required to confirm that they have read and understood policies and procedures which minimise and mitigate risk.

Inspections for Safety

All areas will be regularly inspected, and any defects actioned swiftly and as soon as is reasonably practical.

- Playparks and associated equipment – annual ROSPA inspection and regular daily/weekly/monthly inspections as is determined necessary by the number of users and regularity of use
- Fire checks on premises
- Equipment for fire fighting
- Any other equipment where this is a statutory duty to inspect
- Pre-use of equipment checks both visual and informal

PPE Personal protective equipment

Risks should be minimised by control methods in the first instance, PPE can further mitigate any harm to health and individuals will be supplied with this where necessary, it must be worn in the correct manner and refusal to wear will be considered a disciplinary matter. PPE should be regularly visually inspected to ensure that it is still fit for purpose and replaced when needed.

END OF POLICY